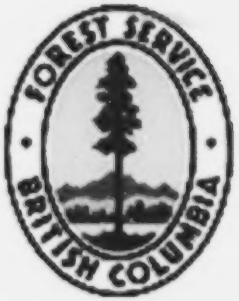

ERA 3.0
Business Requirements

BC Ministry of Forests
Compliance and Enforcement Branch

Version 2
July 2002

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Introduction

BACKGROUND

The Ministry of Forests (MoF) Compliance and Enforcement Branch is responsible for monitoring compliance with several pieces of legislation in the Province of British Columbia, including, the *Forest Act, Range Act, Forest Practices Code Act of BC.* In 1995, the **E**nforcement Action, Administrative **R**eview and **A**ppeal Tracking System (ERA) system was developed to support the activity of this branch of the Ministry. Since then, Compliance & Enforcement staff members have used ERA to document and monitor enforcement actions taken against individuals and forestry licensees, as directed by legislation.

Since 1995 the acts and regulations have seen many changes which have resulted in modifications to the way business is done. In addition, in March 2003 new legislation will be implemented, called the Results Based Code (RBC). This legislation will result in changes to the compliance and enforcement business which need to be reflected in the ERA system. This new version of ERA must be in production by **15 March 2003** to support the implementation of the RBC on April 1, 2003.

ERA is currently a VM system, and one of several Ministry systems scheduled to be migrated to Oracle. The Compliance and Enforcement Branch is taking this opportunity to design a system which meets current needs, accommodates known future business requirements and complements its "partner" system, CIMS. See page 5 for details on CIMS.

OBJECTIVE

These business requirements identify the data fields which need to be captured in the new ERA system as well as the broader requirements regarding look and feel, ease of use, and general goals and objectives for the long term. This document forms the basis of Request for Proposal # xxxx. The successful proponent will be expected to refer closely throughout the development process.

There will be two types of readers of this document:

- Ministry of Forests staff: This includes enforcement specialists, review officials and other staff involved in the business requirements gathering process.
- Proponents responding to the RFP: This document forms the basis of the RFP issued xxx 2002 by Compliance and Enforcement Branch, available from the BC Bid web site.

At the time of release of the RFP, legislation is undergoing certain changes which will have an impact on the design of ERA 3.0. We expect, however, that changes to the system required to respond to new legislation will be minimal (less than 5% of functionality will be affected). In addition, we have attempted to provide a significant amount of detail around form layout; we do not wish this level of detail to inhibit the design ideas presented by prospective developers, but rather to guide them.

SCOPE

In Scope

Text To be completed after final decisions on what will be phase 1, phase 2 and whenever phase.

Out of Scope

Changes to other applications that require a connection or link to ERA. For example CIMS will require changes in order to link to ERA but this will be done through a CIMS contract.

We have also identified new information that we require of other ministry systems that they currently do not provide. Requests have been made to each of the application custodians to have this information added. Adding to other systems is not a part of the ERA project.

GOALS

The purpose of the new ERA 3.0 system is to support the business activities of the Ministry of Forest's Compliance and Enforcement organization (C&E). Officials in the C & E organization investigate suspected incidents of non-compliance of individuals or companies within the provisions of the *Forest Practices Code of British Columbia Act*, the *Forest Act*, the *Range Act*, the *Waste Management Act*, and *the Boom Chain Brand Act*, among others. These investigations may lead to enforcement action being taken, or determinations being made by a statutory decision-maker. Overall the new system will support the day-to-day work of the investigator and other forest officials, the statutory decision-makers and other staff involved in the C&E organization.

The new system will replace the current VM-based ERA system and will track:

- **Cases.** Forest officials who discover suspected contraventions of law while in the field, often as a result of a routine inspection, document this finding in ERA if they choose to take enforcement action or to initiate a formal investigation. When an investigator begins research into an incident of this kind, the first task is to create a case, which then becomes the central tracking mechanism for a variety of activities. The case number provides the key to the electronic database, as well as a paper reference.
- **Investigations.** Details of investigation activity associated with the case form a major part of most cases.
- **Contraventions:** A breach of any of the Acts or Regulations outlined in the legislation for which the Ministry is responsible is called a contravention. Every case involves one or more alleged contravention of the Acts or their Regulations. The investigation may result in a contravention being sent for determination, or identification of the fact that at a contravention did not occur.
- **Determination Results:** A determination is a "ruling" on the validity of case made by a senior official at the Ministry, called the statutory decision-maker. This process involves a hearing called an Opportunity to be Heard, where the investigator's case against a client and the client's response are heard by the statutory decision-maker. Details about the Opportunity to be Heard and details of the determination are documented in ERA.
- **Reviews and Appeals:** The Acts and Regulations allow for a series of Reviews and Appeals to review all or part of the findings of the

[redacted]

[redacted]

[redacted]

[redacted]

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- **Reviews and Appeals:** The Acts and Regulations allow for a series of Reviews and Appeals to review all or part of the findings of the

statutory decision-maker. These reviews and appeals follow a set process which usually start with a Ministry Review of the decision and can go all the way up to the BC Court of Appeals.

The new system will also provide a number of tools:

- **Reporting:** A variety of commonly-used, "canned" reports on the data in the ERA and CIMS systems will be made available on first release of the system. Each subsequent release will include more "canned" reports. Semi-customized reporting will be required at a later stage of development as well.
- **Administration:** Supervisors require the ability to give individuals the authority to work on the system, with a variety of privileges. This tool will provide for the delegation of these privileges, as well as the ability to maintain a list of all forest officers, forest officials, review officials and senior officials. This tool will also facilitate quick and easy updating of the tables within ERA where information is stored regarding the contraventable sections of the Acts and Regs and the penalties associated with these sections.
- **Investigation and intelligence data tracking**: Staff involved in investigations need to track people and vehicles independently of cases, display client history information, etc.
- **General monitoring:** Warnings and updates on case statuses, flow of the case and its activities needs to be evident to authorized users.
- **C&E History:** A tool to help the investigator and senior officials look up the compliance and enforcement history of a client(s) is required, this will require reading CIMS data as well as ERA data.

FEATURES

The new system will support the day-to-day work of the investigator and other forest officials. Among many features, the new system will:

- Provide ample security, whose structure will control access to modules, parts of modules, and organizational units. In addition, full tracking who entered data and when is required.
- Provide drop-down list selections and auto-filled fields wherever possible.
- Make full use of the 17-inch screen commonly used in Ministry offices.
- Use real language rather than codes.
- Have a similar look and feel to CIMS because many staff will use both systems.
- Have a simple web-based interface which reflects business processes as much as possible.
- Eliminate the need to type the same information more than once (determination summary, for example, and certain information for FTAS such as suspensions and cancellations).
- Provide sufficient edit checks to ensure clean data and to guide users through the data entry process.
- Provide a "lock-down" function which ensures that as the case moves through various stages, earlier stages can be frozen (no editing allowed, though additions may be possible) so that a proper history of a case can be seen.
- Provide a link to CIMS for investigations that result in compliance action being taken. CIMS is the system which holds all compliance action data. See page 5 for more on CIMS

- Include the ability to add images and attachments to cases (Review and Appeal Outcome Letters, other correspondence with clients, including E-mails).
- Offer an Opportunity to be Heard (Determination) package formatting template – the template could be Microsoft Word based, i.e. a template with a table of contents and some headings, with pieces of the package automatically completed by drawing on information from within the case.
- Provide the ability to automatically create Word documents while working in a case. For example, there is a variety of correspondence which must be sent to a client as a case progresses; some of this correspondence must be sent in a particular order. The system needs to help by assisting in the generation of letters and other documentation, automatically attaching these materials to the case, and prompting the user to send out letters in the correct sequence.
- Offer automatic notification to forest officials to keep them "in the loop" when, for example, the status of a case changes, a case reaches a critical stage, a ticket status has changed, determination or appeal results are documented, etc.
- Provide tools to help users avoid duplication of cases – reminders, checks -- as many as technically possible. For example, when an investigator opens a case and enters a client, incident date and location, the system could automatically check to be sure that another case with the exact same information does not already exist.
- Include planning tools and reports to help track progress of cases, determinations and appeals.
- Support laptop access to the investigation forms.
- Have a full-featured on-line help file. The Ministry will provide all business-related content.
- The system must exchange data with a number Ministry of Forests systems. Many of these are VM-based systems, however, all MoF systems will be migrating to Oracle by June 2003. If a linked system is not migrated to Oracle at the time of ERA 3.0 production release, information exchange will be handled using the tabular information copied from the VM to Oracle tables each night

BUSINESS PROCESS FLOWS

Please see Appendix A for an outline of the business processes the new enforcement system will be required to support.

System Data Exchange Requirements

ERA 3.0 must exchange data with a number Ministry of Forests systems. Many of these are VM-based systems, however, all MoF systems will be migrating to Oracle by June 2003. All tables in these legacy systems are copied to Oracle on a regular basis.

The new ERA 3.0 system will not be required to communicate directly with VM-based systems. If a linked system is not migrated to Oracle in time to meet ERA 3.0 requirements, information exchange will be handled using the tabular information copied to Oracle.

The following is an outline of each of the systems with which ERA 3.0 needs to communicate. In some cases, we have also identified new information that we require of these systems that they currently do not provide. Requests have been made to each of the application custodians to have this information added. Adding to other systems is not a part of the ERA project. A table summarizing these relationships is also provided below.

APPORTIONMENT SYSTEM

This Oracle-based system tracks the apportionment of timber to the various licensees and other obligation holders around the province. One of the enforcement actions that may be applied by the MoF to an identified obligation holder is a reduction of their annual allowable cut amount (Reduction of AAC). When such a determination is made, the decision to take this action must be recorded in ERA and the amount of the reduction must be passed on to the Apportionment System.

CIMS

The Compliance Information Management System (CIMS) is a web front end, Oracle-based system used by the Compliance and Enforcement Branch of the Ministry of Forests to manage compliance data and activities. Some of the functionality developed for CIMS will be used in ERA and this code will be available; details are provided throughout this document.

There will be a release of CIMS that will coincide with the first release of ERA 3.0, at which point it CIMS and ERA need to be able to:

- CIMS call ERA and generate a case number for documentation within CIMS (when an enforcement action is taken from an inspection)
- extract tenure and client information from a CIMS inspection into the Case Details form of ERA
- extract enforcement action information from CIMS to Contravention Summary form of ERA.

ERA will also need to display CIMS compliance history data and vice-versa.
ERA must also be able to connect to CIMS to allow entry of compliance actions that are taken as a result of an investigation.

CLIENT

The Client Management System (CLIENT) holds information about anyone who does business with the Ministry of Forests. CLIENT is currently VM base but will be converted to Oracle in the fall of 2002. ERA will draw on this system to populate lists from which the user will select a client name, address and other information. ERA will also send data to this system. The preferred method of exchange should be through a type of shared data entry form that could be audited by CLIENT staff and is transparent to users.

ERA users need to be able to easily add client information – name, address, licence and other identification -- to the CLIENT system, as necessary, in a way that makes sense for both CLIENT users and ERA users. This may be a quick jump, without leaving ERA, to an Add Client window, which could be the form used by the CLIENT system for this purpose. Sufficient edit checks would be required to be sure ERA users do not enter client information that already exists in CLIENT; it would also make sense for CLIENT staff to be notified when such additions are made.

FTAS

FTAS is a VM-based tenure management system, scheduled for rollover to Oracle next year. Currently ERA users need to go to FTAS to enter some of the same information they first enter in ERA. The new ERA should work toward automatic data exchange, once FTAS is on its new platform.

- Need to be able to transfer certain information directly from ERA to FTAS – suspension, de-registration, cancellations.
- Need to be able to select a suspended, cancelled or de-registered client.

GBS

The General Billing System (GBS) is currently VM-based, but it is scheduled for migration to Oracle in the fall of 2002. ERA 3.0 and GBS should be able to:

- draw an invoice number from the GBS system and place that number in the Invoice # field in the Penalty section of ERA
- display that invoice within ERA before sending to GBS
- provide the capacity to capture more than one invoice # per penalty

ERA clients need to be able to preview an invoice before printing to be sure of what is being invoiced – ideally this should be a form jointly used by both ERA and GBS.

Need to be able to display in ERA whether or not invoice has been paid, right through to Revenue Branch. To do this is will be necessary to get invoice update information from Accounts Receivable system to ERA, including whether or not an invoice was paid. This information is important for a number of reasons, one of which is that it is a factor in determining whether or not a licence might be renewed.

HBS

The Harvest Billing System (HBS) is the system that manages billing for tenure licences and other expenses incurred by licensees. It is currently under development and, like the others, will be Oracle-based. While financial information is not necessarily required from HBS, some data regarding volume of timber and other details related to unauthorized harvest will be needed by ERA users when documenting the extent of an unauthorized harvest or calculating a penalty.

ICBC

When MoF staff and other agencies issue violation tickets to clients, the tickets are delivered to ICBC for entry into their systems. ICBC maintains information about the payment and appeal status of these tickets. ERA 3.0 needs to be able to read these statuses through an automated process, including information on whether or not the ticket was paid. We expect the exchange of information should be at least bi-weekly, but hopefully more often.

ISIS

ISIS is the silviculture data management system. ERA needs to be able to read several fields from ISIS the most important being – Opening Number. ISIS is a VM based system that will be converted to Oracle by June 2003.

LTRACK

LTrack is the Ministry of Forest's litigation tracking system, which is managed by legal staff at the Ministry. ERA 3.0 needs to be able to read LTrack data to update the status of cases as they progress through the various appeal processes. ERA users who need to take action based on the outcome of litigation – billing clerks, for example – need to be notified of such status changes. The specific data required from LTrack is outlined in the table below.

SCS

The Scale Control System (SCS) is currently a VM system which will be converted to an Oracle system in the fall of 2002. SCS contain amoung other things inspection information regarding:

- scale sites. These are locations owned by licensees where scaling is carried out by scalers employed by the licensee.
- scale events. MoF staff randomly check scaling information documented by scalers employed by the licensee.

As a result of either of these inspections, but primarily scale site inspections, a contravention may be found. Scaling inspectors use SCS to generate an ERA case and document formal enforcement actions taken as a result of a contravention. Full access to ERA is available through SCS but the only information held in SCS is the case ID and contravention code (no details of the contravention) or action taken. This functionality must be maintained thus:

- To link formal contravention action resulting from a scaling inspection, ERA will require a field which links an ERA case to a scale

inspection held in the new scaling system.

SUMMARY OF EXCHANGE REQUIREMENTS

Name of system	Type of system	Data Exchanged	Type of Exchange	Tables
Apportionment System	Oracle	Changes to a licensee's allowable amount cut volume.	Need to provide automatic link once this system is in Oracle – could be a navigation button to the other system, or direct exchange.	
CIMS	Web front end/Oracle database	CIMS to ERA: Automatic case file creation, with basic information about clients and tenure drawn from the CIMS inspection and entered into the ERA case, including: Inspection ID; Inspection Date, client/tenure information. ERA to CIMS: Notification to appropriate supervisors that a remediation inspection needs to be completed. See Remediation Enforcement Decision, page 63. ERA to CIMS: When a compliance action results from an investigation, the Incident Report in CIMS should automatically open for completion, giving a link to the ERA case from which it originated. ERA to CIMS and back again: CIMS will draw enforcement history information from ERA tables and ERA will draw compliance history from CIMS.	Real time link between these two systems.	Article Table manages acts/regs, sections, sub sections.
CLIENT	VM (converted to Oracle in Fall 2002)	Name and address of licensee, driver's licence, licence plate, related client (joints) and history or client name changes, when available	Need to access this database to read a number of fields related to individuals and companies. Need also to feed back from ERA to CLIENT when a new client is added through ERA. Inspections module: ERA reads licensee name and address related clients information,	ERA: (Forest_client) (client_location) CLIENT:

Name of system	Type of system	Data Exchanged	Type of Exchange	Tables
			drivers licence, licence plate number. ERA feeds the same back to CLIENT when the information does not exist in CLIENT, preferably through some sort of shared data entry form.	
FTAS/SBFEP	VM	Tenure and all other site identification information. Also: ♦ SB Deregistration details ♦ Suspension details ♦ Cancellation details.	ERA reads FTAS via the overnight Oracle-format replicated VM database. Need to provide automatic link once FTAS is in Oracle – could be a navigation button to the other system, or direct exchange.	
GBS	VM (converted to Oracle in Fall 2002)	Invoice # From AR, through GBS, need to know when a ticket or invoice has been paid.	Currently ERA draws an invoice # from GBS and populates the Invoice # field for the Penalty associated with a contravention. ERA users require display and attachment of the actual invoice to the case; goal should be to work toward development of a joint invoice screen for use by both systems.	ERA: ENFRCMNT_ACTION/INVOICE_NUMBER GBS: GENERAL_BILLING_INVOICE_SEED_TBL
HBS	VM (converted to Oracle in Fall 2002)	Volume of Timber Area	Need to be able to draw this information into ERA when calculating a penalty related to unauthorized harvest.	
ICBC		Violation Ticket statuses.	ERA reads data file, which will be provided at least bi-weekly.	
ISIS	VM	Project ID, Opening Number	ERA reads ISIS – lookup	
LTrack	Oracle database, Web front End	Results of litigation: ♦ ERA Case ID ♦ LTrack File ID ♦ Style of Cause ♦ Level of Court	ERA will be updated immediately when changes are made in LTrack.	

Name of system	Type of system	Data Exchanged	Type of Exchange	Tables
		• Proceeding Type • Status • Outcome.		
SCS (Scale System)	VM (converted to Oracle in Fall 2002)	Scalers currently need to be able to open a case in ERA .	Needs to be a link to ERA from Scaling System for this purpose. but no information exchange back to Scaling has been identified to date.	
Other Tables		Org Unit/code list	Lookup.	

Conversion Requirements

The main entity in the current ERA system is the case. All cases currently documented in the VM-version of ERA will need to be converted to the Oracle-based version.

As of this writing, there are just over 20,000 cases, in various stage of completion, documented in ERA, taking up close to 50 megabytes of disk space, as outlined below:

Item	Table	Count
Case records	T_ERA_CASE	20,772
Contraventions	T_VIOLATION	28,059
Determinations	T_DETERMINATION	2,887
Enforcement Actions	T_ENFRCMNT_ACTION	25,337
Reviews & Appeals	T_APPEAL	877
Overall table count		32
Overall data size	Flat file download tables	48 MB

The data model attached in Appendix C provides details on the level of complexity of the relationships among elements within the database. We have also documented ERA table references in these business requirements, in the ERA Table/Source column. Not all fields and tables from the existing ERA will be used in the new system; however, for conversion purposes, old data will need to be accommodated. The ministry will prepare a table showing which fields in ERA 3.0 are to be populated from the fields in the old data that are not a direct conversion as shown in the following tables.

Security Requirements

A variety of levels of access to the system must be provided, in the form of security groups. Other elements of security have to do with internal reporting options.

EXTERNAL SECURITY - SECURITY GROUPS

In order to be able to manage who has access to ERA 3.0, and how much, the following security groups need to be defined:

- Read only, by business function
- Read/write, by business function
- Determination authority – can change Determination form(s), access to penalty details, can view but cannot change other forms in Case Module. Access to Reports module. No access to: Investigation, Supervisor Admin modules. May need access to Contravention Summary page if contraventions are changed or added as a result of Determination.
- Appeals authority – can change Appeals form(s), access to penalty details, can view but cannot change other forms in Case Module. Access to Reports module. No access to: Investigation, Supervisor Admin modules. Those who have Appeals authority should also have access to the Determination form because penalties can be changed as a result of the appeal. Appeals group may also invoice, which is currently planned for the Determination Summary form.
- Investigator authority – read and write access to case summary and contraventions pages of the Case Module, with view access to Appeals and Determination Summary pages; read and write access to the entire Investigations module. Access to Reports module.
- Supervisor Authority – read access to case and investigations modules for supervisor's district. Access to Reports module.
- Reporting access.

Note these groups can be changed slightly depending on how the system is designed.

INTERNAL SECURITY

There is a need to assign organization unit security for each user. This functionality is not available through the Ministries WEB ADE thus it must be built internal to ERA. In addition there is a need to define "types of users" for filling drop down menu's within the system. This functionality would have to be internal to ERA. More information on this can be found in the "Administration Module" section

AUDIT TRAIL/MONITORING SECURITY

The system must be designed to accommodate the tracking of date, time and source (user ID) of all changes made to fields and forms. In most cases, this information may be maintained in the background, but we may require some of these fields to be displayed.

System Modules Overview

MODULE DESCRIPTION AND TIMELINES

In order to simplify the task of breaking down the requirements for each phase, the system will be implemented in modules. This approach provides flexibility in implementation and facilitates the introduction of enhancements later. In the case of the ERA 3.0 project, those modules which provide the existing functionality found on the VM-based ERA will be introduced first. The remaining modules will be released in **September 2003**.

As mentioned above, the first phase (release) of the new ERA 3.0 is to be completed by **15 March 2003**. The successful proponent will commence work on each phase of the project only upon explicit approval to proceed from the Ministry project manager.

The following table shows the kinds of modules envisaged and the general breakdown of the phases of the ERA 3.0 project. The details for each phase are provided in the detailed sections that follow.

Module Name	Description	Phase
Case	This module will be the heart of ERA 3.0. System. Investigators will use this module to reflect their business activity, specifically to: ♦ Open a new case ♦ Document an incident, location, client(s), contravention(s), enforcement activities ♦ Document summary details of their investigation. This summary information will be linked to the Investigation module. ♦ Track the progress of a case after it goes to determination. District staff will use this module to: ♦ Document determination details. ♦ Track the progress of cases both before and after determination. Regional or Branch staff will use this module to: ♦ Document Appeal and Court case details. Track the progress of cases both before and after an Appeal or Court case.	1st phase
Investigation	Investigators will use this module to document all details of their investigation, including specific activities, interview results, vehicles and people associated with their case. Any details about cars and/or people will then become available in the Intelligence module.	1st phase and 2nd phase see details below for the information on what info and forms to be completed in each phase.

Module Name	Description	Phase
Administration	District supervisors will use this module to: ♦ Manage security access to the system C&E Branch staff will use this module to: ♦ Update selected database tables.	1st phase
Reports	All authorized MoF staff will have access to this module to generate reports which draw on the data collected in the other modules.	1st phase –selection of canned reports 2nd phase – more canned reports and semi custom reports
Intelligence	This module would be available to investigators. They will use it to: ♦ Enter and search for information on forest crime suspects. ♦ Search for vehicles or people identified as the result of a case investigation.	2nd phase

The first phase implementation date is **15 March 2003**. Second phase implementation date is **September 2003**.

Case Module

OVERVIEW

Case is the primary module of the system, available from the Welcome to ERA home page. In most instances, investigators initiate cases and use the system to enter the following information:

- Case details, such as date of origination, and other administrative information
- Client(s) under investigation
- Location details
- Alleged contravention details
- Investigation summary information.

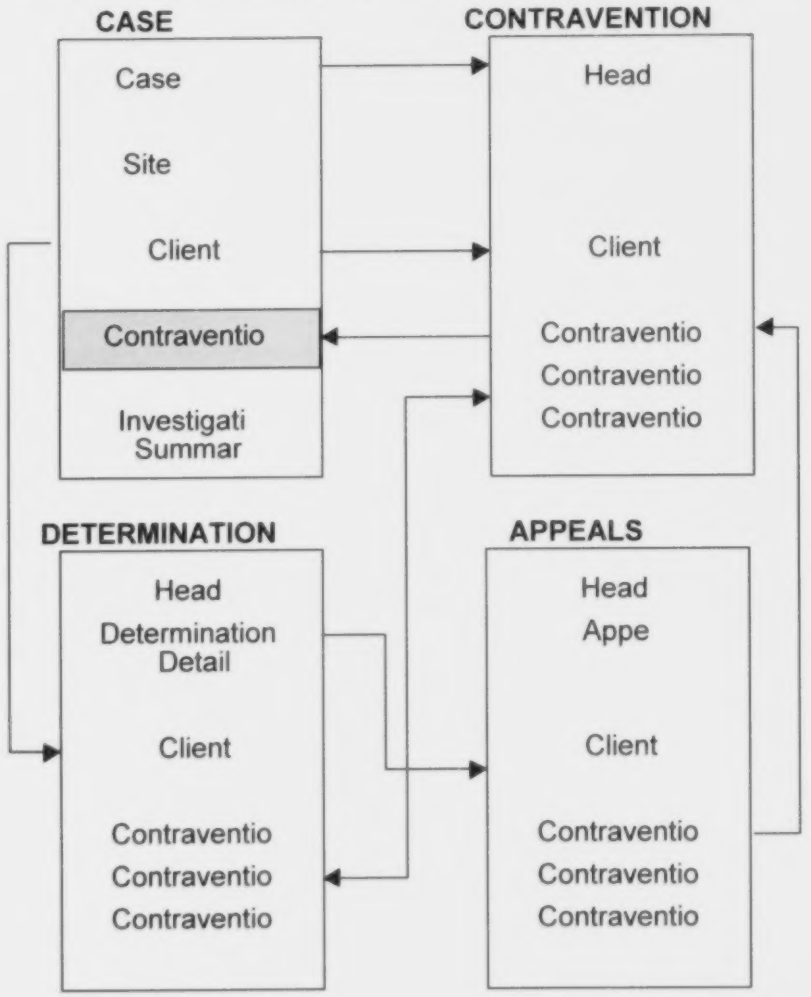
Once the basic investigation is complete, other Ministry staff will view but not usually edit case information; however, they will have access to two forms in the module to document:

- Determination details
- Appeals Details and results.

It is envisaged that this module will be broken into separate forms consisting of logical information groups:

- **Case Summary Form**: This form will be the first form the user will see, displaying case number and source agencies, incident location and other details, client names and addresses, a list of contraventions associated with the case, and some investigation summary information.
- **Contravention Summary Form**: This form would be the place where details about all contraventions on a case are displayed. Contraventions would be entered here and detailed; as enforcement actions and penalties are identified (in the Determination Summary form), the results would display here. The list of contraventions displayed in the Case Summary form would be created from this information.
- **Determination Summary Form**: This is where selected staff will enter information about any determinations associated with a case, and create the letter sent to the client outlining the results of the Determination. Enforcement actions resulting from the determination will also be documented here, for display in both the Case Summary and Contravention Summary forms on the system.
- **Appeals Summary Form**: Details of Appeals activity on the case would be available in this form; some of these details will be entered by MoF staff and others drawn from LTrack. Selected information from this form would display in the Contravention Summary form.
- **Seizures Form**: The seizures form documents all seizures associated with a case. A seizure may be linked to the case as a whole or associated with a specific contravention involving a forfeiture.

FORM FLOW OVERVIEW (F.O.=FOREST OFFICER/OFFICIAL)



1. Case Summary Form: F.O. opens case, enters case details, site details, clients investigation summary details.

2. Contravention Summary Form: F.O. adds contraventions and details actions Displays automatically in segment of Case Summary form.

3. Determination Summary form: If F.O. sends one or more contraventions Determination, the Determination form becomes active. Determination officials select clients (from Case Summary) contraventions (from Contravention and add details to contraventions, display in both the Contravention and Case Summary forms.

4. Appeals Summary Form. If a Determination is Appealed, this form becomes available. Appeals staff select the Determination being appealed, which automatically lists clients and They make additions to the which display in both the Summary and Case Summary forms. See Admin Case flow.

Ministry of Forests Compliance and Enforcement Branch
Date Saved: 01/06/2005 3:48 PM

COMMON ACTION BUTTONS

The following action buttons will be available from all forms in the module. These buttons should be located at the bottom of each web page, while the navigation buttons should be located at the side or top for easy access.

Save

Permanently saves to the ERA 3.0 database, and leaves the form open. Once saved this way, the case may continue to be updated, but it is also available for reporting purposes. There are certain stages, however, when limitations will be placed on when a form may be changed, for example:

- Once a case has been identified as sent for Determination and saved, users would not be able to change information in the Case Summary form, but may add to selected areas of it.
- Once an appeal has been identified against a case, other forms in the case should not be accessible, although information entered into the Appeals Summary form would display in other forms.

Draft save

Saves the information on the open form to the database but leaves it open to editing, additions and deletions by the person who entered it. The information is stored however it is not available for reporting purposes.

Close

Closes the form. The user should see a confirmation message.

View Inspection

Displays the associated CIMS inspection in a separate browser window. This button would only be available when an inspection has been linked to the case.

Delete

Deletes all information on the open form in the case and removes the information from the database. A confirmation message must be presented.

Invalidate

Flags the case as invalid. A confirmation message must be presented. The case would still be held in the database but would not be reported on or visible to users through searches.

Reset

Clears all information entered into the specific form being used since the last save action. A confirmation message must be presented.

Print/E-Mail

Displays the case forms in .pdf format in a separate browser, using Acrobat. The user would then choose to:

- open their personal e-mail program by using the Send, By Email function, and send case pages
- open a dialog box to print selected pages or forms in the case, using the File, Print function.

Images

Attaches images to a case. Presents a standard browse dialog box from which to choose a previously saved .jpg file and attaches the image to the case. The jpg file is then saved to the ERA database. To view images associated with a case, the user would click the Images button to display a list of attached images. See **Imaging Facility** page 125.

Attachments

Attaches documents to a case, in a format that makes good use of storage space and ensures the attached document cannot be modified. The user should be able to pick a saved document –Word, Excel or E-mail – from the standard browse dialog box. The attachments are then saved to the ERA database. To view attachments associated with a case, the user would click the Attachments button to display a list of saved attachments.

See **Attachments Facility**, page 122.

Letters and Forms

Presents a dialog box from which the user would select from among a wide variety of letter types which can be generated, modified, printed and/or e-mailed. Such letters would automatically be included as attachments to the case. See **Letters** and Forms Facility page 122.

Notes

At least until the Investigation Module is complete, a notes facility should be provided for the case. See Notes Facility, page 124.

Flags the case as invalid. A confirmation message must be presented. The case would still be held in the database but would not be reported on or visible to users through searches.

Reset

Clears all information entered into the specific form being used since the last save action. A confirmation message must be presented.

Print/E-Mail

Displays the case forms in .pdf format in a separate browser, using Acrobat. The user would then choose to:

- open their personal e-mail program by using the Send, By Email function, and send case pages
- open a dialog box to print selected pages or forms in the case, using the File, Print function.

Images

Attaches images to a case. Presents a standard browse dialog box from which to choose a previously saved .jpg file and attaches the image to the case. The jpg file is then saved to the ERA database. To view images associated with a case, the user would click the Images button to display a list of attached images. See Imaging Facility page 125.

Attachments

Attaches documents to a case, in a format that makes good use of storage space and ensures the attached document cannot be modified. The user should be able to pick a saved document –Word, Excel or E-mail – from the standard browse dialog box. The attachments are then saved to the ERA database. To view attachments associated with a case, the user would click the Attachments button to display a list of saved attachments.

See Attachments Facility, page 122.

Letters and Forms

Presents a dialog box from which the user would select from among a wide variety of letter types which can be generated, modified, printed and/or e-mailed. Such letters would automatically be included as attachments to the case. See Letters and Forms Facility page 122.

Notes

At least until the Investigation Module is complete, a notes facility should be provided for the case. See Notes Facility, page 124.

COMMON NAVIGATION BUTTONS

The following navigation buttons would be available on all forms at all times, easily moving the user from one form to the next. If the user has displayed the form available from these buttons, that button would be unavailable for selection. Other navigation buttons become available depending on the form chosen.

- Case Summary
- Contravention Summary
- Determinations Summary
- Appeals Summary
- Seizures.

Other navigation buttons become available depending on the form chosen, as discussed below.

CASE SUMMARY FORM

The Case Summary form would display when a user selects Add Case from the Welcome to ERA page, or searches for a specific case, using the search facility. See Search Case Facility, page 124. The information on this form should be segmented for easier viewing, as follows:

- Case Detail – identifiers for the case, including number, region, district, responsibility
- Incident – details on the date, time and type of incident involved in the case
- Location: location where the incident took place.
- Clients – licensees or individuals involved in all or part of the case. Client names entered here become available for selection in other forms.
- Contraventions – acts or regulations contravened by the named clients. This would be a display only section of the form with a brief description of the contraventions associated with the case. Contravention details are added in the Contravention Summary form.
- Investigation Summary – a few general details about an investigation which may be associated with the case; to see the whole investigation, a button would be available to authorized users so that they could go directly to the Investigation Module.

When Case Type, Tenure Number, and/or Project ID, Incident Start Date and Client Name are all entered, the system needs to check against the database to be sure that another case of this type does not already exist; if a match is found, a message should display presenting the matching case ID, and asking if the user wants to continue. User must be able to continue to create a new case or go to the existing case.

Case Details Segment

The only three fields that must be completed in order to be able to save a case are Case Type, Number and Opened by. The following is a list of all fields that may display in this segment of the Case Summary form, depending on user choices.

How to read the following tables:

- Field name – label which should display for this field.
- Field Description/Selections – describes the use of the field and drop-down selections, where appropriate. This information will also be used for online help. Please ignore Help Notes – they are for future use in help development.
- Requ'd? Indicates whether or not a field must be selected to be able to fill out and save this segment of the form. When Depends is indicated, an explanation is provided in the Edit Rules column.
- Format/Size: Suggested format for the field. DD = drop-down. Required size for the field on the form, where known, is also provided. Comments boxes should automatically be identified as 2000 characters, unless noted differently.
- Edit Rules: business rules, explanations of whether a field is required or not, suggested messages.
- ERA Table/Source: The first value in this field is the ERA table, where applicable, and is provided for conversion purposes. The second value is the source, or lookup table detail.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Case Type	Code that indicates what type of case this is: • **Incident**: A case involving suspected and/or substantiated incidents of non-compliance with legislation and regulations. Need to identify clients, contraventions, an investigation and possibly determination or appeal information. • **Administrative**: A case involving a request by a licensee for an Administrative Review or appeal of an Administrative decision made under the *Forest Act* or the *Range Act*. Such cases are *not* related to incidents of non-compliance. Defaults to Incident case but can be changed. Help note: More info on why one chooses an administrative remedy is on page 26 chapter 3 of basic la 2001.	Y	DD/15	This field is required in order for a case to be saved. If **Administrative Case** is selected, the Contravention Summary and Determination Summary pages become unavailable for selection. All fields in this form are available except those identified below. Certain new fields are also added, as identified below. See also **Appendix B**, Administrative Case Flow and Details.	ERA_CASE.CASE_TYPE_CD

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Case Admin Org	Code that indicates the Organizational Unit (region/district) that is administering the case, regardless of where the case is located. Defaults to the user's Org unit, but can be changed based on organizational unit security,	Y	DD/#, **display full names**	Users can only pick Org units they are authorized to work within. Should display full name, not code.	ERA_CASE.ADMIN_ORG_UNIT_NO T_ORG_UNIT
Case Number	System-generated number assigned to the case once it is saved, e.g. DCK-1998-0123, The number is broken down as follows: • 3 character Org Unit Code, from Case Admin Org field above • 4-digit fiscal year (2003 for fiscal year 2003/04) • 4-digi sequential numbering, starting at 0001 for each Org Unit at the beginning of each Fiscal Year. Once you save the Case you cannot change any part of the case number. Help File note: See User Guide pp 2-12-13 for helpful information on how many incidents might constitute a single case.	Y	Alpha-Numeric/14	Need to be able to select another org unit if necessary, and within security guidelines.	ERA_CASE.GEO_ORG_UNIT_NO+CASE_FISCAL_YEAR+CASE_ID_NUMBER GEO_ORG INTEGER CASE_FISCAL INT (4) CASE_ID_NUMBER INT (4)
Act/decision under Admin Review #1	Specify the Act and section under which the administrative decision was made that is now being appealed: • Forest Practices Code: 41(1) Plan approval/amendment • Forest Act: 143 (1) 53 (1) Volume of timber harvested • Forest Act: 105 (1) Stumpage rate determination • Forest Act: Calculation of annual rents • Forest Act: Deletion periods • Forest Act: Cut Control Periods (may disappear with new legislation) • Forest Act: Section 66 AAC determination (may disappear with new legislation) • Forest Act: Section 48 Granting/use use of crown land • Range Act: Changes to range boundaries. These selections to come from the table noted at right.	Depends	DD	This field displays and is mandatory if **Administrative** is chosen in the Case Type field. Need to be able to select more than one, and each act/decision should be numbered automatically.	Add this information to the existing Article table or add a new table to read the 9 Forest Act/Range Act articles on which a admin review of a determination may be conducted.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/decision under Admin review #2-9	Same as for #1.	N		**Admin Case** only – multiples.	
Source	Individual or agency through which the Compliance and Enforcement Branch learned of the contravention: ♦ BC Forest Service – default ♦ BCFS Inspection – auto fill if case created from CIMS ♦ Dept of Fisheries & Oceans ♦ Forest Practices Board ♦ Licensee or self-report ♦ Energy & Mines ♦ Water, Land, and Air Protection ♦ Other Govt Agency ♦ Public/Individual ♦ RCMP ♦ Other Law enforcement agency If you select Other Govt Agency, use the Other Govt Agency Description field to provide details on the source.	Y	DD/	Not required for **Admin** case. With ERA and CIMS linked, this field should populate automatically with BCFS Inspection; the Inspection ID field would also fill in automatically.	ERA_CASE.CASE_SOURCE_CD
Inspection ID	Identification number of the CIMS inspection which caused this case to be opened. If you enter a number in this field, you must also select BCFS Inspection in the Source field.	Depends	Numeric/6	This field is mandatory if BCFS Inspection is selected in the source field. This field should be completed automatically when ERA is opened from CIMS because an enforcement action taken was specified in the inspection report. Not required for Admin case.	INSPECTION_REPORT.INSPECTION_ID ERA_CASE.INSPECTION_ID ERA_CASE.SRC_REFERENCE_NO
Source Reference #	Reference or file number for a case initiated outside of the Ministry.	N	Alpha/ Numeric/5	Not required for **Admin** case.	ERA_CASE.SRCE/REFERENCE_NO

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Other Govt Agency	If you selected Other Govt Agency in the Source field, please note the name of the agency here.	Depends	Alpha	Mandatory if Other Govt Agency is selected in the Source field. Not required for **Admin** case.	New
Discovery Date	Incident Cases: The date the case became known to the Ministry. For 3 yr expiry it is from date of discovery of the incident. Which could be well after the actual incident date.	Y	Date/mask//YY YY-MM-DD	Not required for **Admin** case.	ERA_CASE.DISCOVERY_DATE
Opened By	Name of the person who opened the case. Defaults to the name of the person who adds the case but can be changed by authorized staff members only.	Y	DD		ERA_CASE.OPENED_BY_USERID
FPB File #	Forest Practices Board Complaint# or audit reference relating to this case.	N	Alpha-Numeric/	Not required for **Admin** case. This field becomes available when Forest Practices Board is selected in the Source field.	New
Regional Review of Prosecution Test	Specify if reviewed and date ♦ Yes ♦ No	N	DD		New
Date of Prosecution Test Review	Date the prosecution test was reviewed by the region.	Depends	Date/mask//YY YY-MM-DD	If Yes is selected in Regional Review of Prosecution test, this date is required.	New
Coors file ID	COORS file identification number for Ministry of Water, Air Lands and Parks.	N		Displays when WLAP is selected in the Source field. Not required for **Admin** case.	New
Transferred to other F.O.	If this case is transferred to another investigator, specify the name of the investigator to whom this case was transferred.	N	DD		CASE_ASSIGNED_ID.USERID

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Transfer Date	Date on which the case was transferred to the individual identified in the Transferred to field.	Depends	Date/mask//YYYY-MM-DD	This field is required if a name is entered in the Transferred to FO field.	CASE_ASSIGNED_TO/ASSIGNED_DATE
Case Description	Brief description of the nature of this case. You may wish to use this field to provide a very short summary of the case for supervisory staff who may need to review it quickly. Note there are places to describe the specific location of the incident and an incident description in other text fields.	No	Text/2000		ERA_CASE.CASE_DESCRIPTION
Case Status	Code that indicates the current status of the case. Choices are: • Open • Closed.	Y	DD/#?	The system would automatically flag if a case was re-opened and display the case status that way.	ERA_CASE.CASE_STATUS_ST

One of the most challenging parts of designing this system will be defining rules around setting the various statuses – case status, contravention status, enforcement action status, determination status and appeal status. Although an indication of the goal of statuses is provided in this document, the MoF team is in the process of documenting these rules in detail and will provide them to the successful proponent. For the time being, we have provided a sample of the flow of status changes which will occur. See Appendix D.

Site Location Segment

If a user comes to ERA from CIMS, site location information should be automatically completed. If a user starts entering case information directly into ERA, the user should be able to click the **Identify Site** button to select the site in question. Functionality would match CIMS (code will be available for developers). If the location or site involved is not a site in the FTAS database, or if an existing site is not yet defined in FTAS, the user should be able to type in a location in the Location field.

The following table lists all fields that should display in this segment of the Case Summary form. The fields which display vary depending on choices made in the Type of Site field.

*All fields in this segment would be displayed for **Admin** cases, but are not required. See Appendix B.*

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Type of Site	Nature of the site where the contravention(s) took place. Choices are: ♦ Harvest ♦ Silviculture ♦ Road ♦ Range ♦ Recreation ♦ General ♦ Incident	Y	DD	Automatically populated if the user opened ERA 3.0 from CIMS.	New (required to link with CIMS and to search FTAS)
Tenure Number (Forest File ID)	The identification code for the tenure with which the Case is associated. If you complete this field, client information becomes available in the first Client field.		Alpha-Numeric/10	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for all types of site.	ERA_CASE.FOREST_FILE_ID PROV_FOREST_USE.FOREST_FILE_ID
Admin Zone	Administrative zone associated with this tenure. This field is filled in automatically if a value is found in FTAS.	N/a	Alpha/4	Not required for **Admin** case.	ERA_CASE.DIST_ADMIN_ZONE
Road Section	Road section number.	No	Alpha/10	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Road only.	ERA_CASE.ROAD_SECTION_ID ROAD_SECTION.ROAD_SECTION_ID
Road Section Name	Name of the road section.	No	Alpha/20		ERA_CASE.ROAD_SECTION_ID ROAD_SECTION.ROAD_SECTION_NAME
Site ID	Site identification information.	No		Automatically populated if the user opened ERA 3.0 from CIMS. Displays for General and Incident only.	

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Cut Permit	Cutting Permit identification number with which the Case is associated, as defined in FTAS. The system checks to see if this number is valid, given the tenure identification provided in the Tenure number field.	No	Numeric/3	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Harvest and Silviculture only.	ERA_CASE.CUTTING_PERMIT_ID TIMBER_MARK.CUTTING_PERMIT_ID, CUT_BLOCK.CUTTING_PERMIT_ID
Block	The Cut Block identification number with which this Case is associated, as defined in FTAS.	No	Numeric/10	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Harvest and Silviculture only.	ERA_CASE.CUT_BLOCK_ID CUT_BLOCK.CUT_BLOCK_ID
Timber Mark	The Timber Mark(s) with which this Case is associated, as defined in FTAS.	No	Numeric/6	Automatically populated from FTAS based on the forest file id, cp and block information. Displays for Harvest only.	ERA_CASE.TIMBER_MARK TIMBER_MARK.TIMBER_MARK
Opening ID	Identifier number for the ISIS Opening number, as defined in ISIS. Help Note: See User Guide 2-22 for details of how the number is broken down.	No	Numeric/18	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Silviculture only.	ERA_CASE.OPENING_SKEY OPENING.MAPSHEET_GRID + MAPSHEET_LETTER + MAPSHEET_SQUARE + MAPSHEET_QUAD + MAPSHEET_SUBQUAD + OPENING_NUMBER
Project ID	Individual project within a recreation site (sometimes called RPI), as defined in FTAS.	No	Numeric/7	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Recreation only.	ERA_CASE.REC_PROJECT_SKEY REC_PROJECT.REC_PROJECT_ID

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Rec Site Name	Name of the recreation site, as defined in FTAS.	No	Numeric/30	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Recreation only.	ERA_CASE.REC_PROJECT_SKEY REC_PROJECT.REC_PROJECT_NAME
Range Unit Name	The Range Unit Name associated with the Tenure number provided, as defined in FTAS.	No	Numeric/30	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Range only.	ERA_CASE.FFID RANGE_UNIT.RANGE_UNIT_NAME
Pasture Name	The Pasture Name associated with the Range Unit and Tenure Number, as defined in FTAS.	No		Displays for Range only.	ERA_CASE.PASTURE_ID R_UNIT_PASTER.PASTURE_NAME
Obligation Holder	Clients responsible for this tenure. A range inspection may cover several range tenure holders all of which are identified by name and tenure number on the inspection. CIMS data includes which clients are tied to which non-compliance.	No	Pick list	Automatically populated if the user opened ERA 3.0 from CIMS. Displays for Range only	FTAS/CLIENT
Location Description	Description of the location of an incident which occurred on the forest site defined in the identification fields above, for example: ♦ Southwest corner of lot, between post and beam.	No	Text/2000	Displays for all types.	ERA_CASE.INCIDENT LOCATION

Clients Segment

This segment of the Case Summary form must allow for lookup of client, or licensee names from the CLIENT system. As clients are selected, they are displayed in order in the form. Up to 10 clients should be able to be selected, using an Add Client button. Ideally, we require a hot link to the client system which would open a common Add Client form.

There needs also to be the ability to save a case without a client at all, in the event the client is not yet known.

*All fields in this segment would be displayed for **Admin** cases. A client/licensee selection is required. See Appendix B*

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Client Number	Client identification number, from the Client Management System. If you know the client number, you may enter it here and the client name and address information will display. Help Note: CLIADMIN is the e-mail to use to ask for a change to the client system – 24 hour response time.	N	Alpha-Numeric//8	If Tenure information is entered or brought over from CIMS in the location segment above, client information would automatically display here. Additional clients could still be selected.	CLIENT_CASE_LNK.CLIENT_NUMBER FOREST_CLIENT.CLIENT_NUMBER
Client 1 Name	The name of the principal party responsible in this Case. If you don't know the client number, use the Add Client facility to locate the client name. If you cannot locate a client using the either the client number or the Add Client facility, a hot link to CLIENT should be available. The user could then create the client in CLIENT and return to ERA and then use the add client facility.	N	Alpha/	ERA users should be able to select suspended, cancelled or de-registered clients. Users should not be able to see or select inactive clients.	CLIENT_CASE_LNK.CLIENT_NAME FOREST_CLIENT.CLIENT_NAME & LEGAL_FIRST_NAME

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Address	Address of Client #1.	N	Alpha-numeric/	Current rule – if an invoice has been issued to a client, the address code cannot be changed until the invoice is at 0. This rule should remain in place unless we can be certain that CLIENT codes will not change over time. Address should be separated into multiple fields. Note: There will be a need to store addresses in ERA (as is done in CIMS), depending on how the new CLIENT system is built.	CLIENT_CASE_LNK.CLIENT_LCN_CODE CLIENT_LOCATION.ADDRESS_1 + ADDRESS_2 + ADDRESS_3 + CITY + PROVINCE + POSTAL_CODE + COUNTRY
Joint Client	Name of the client involved in this joint venture. This field should automatically display if such a client is selected. This is dependent upon CLIENT being changed to deal with joint tenures. If not this will have to be a field in ERA. The entry here must still have a client number in CLIENT.	N/A	Text – display only	Requires research with other business areas CLIENT) to ensure this can happen. If not this will have to be a field in ERA.	New

Contraventions Segment

This section of the Case Summary form displays the contraventions involved in the case, as documented in the Contravention Summary form. This segment would not be able to be edited, and should be highlighted in such a way to identify that the section is read only. For each contravention identified in the Contravention Summary form, the following fields would display (see Contravention Summary form, page 40):

*This segment is not required for **Admin** cases.*

- Contravention Number
- Client #
- Act/Regulation (textual definition) Section/Sub-Section/Paragraph/Sub-Paragraph
- Enforcement Action, possibility of multiples
- Enforcement Action status
- Contravention Status.

Investigation Details Segment

The following fields should display in this segment of the Case Summary form. When the Investigation module is available, a button should be available in this segment to allow authorized users to jump there.

*This segment is not required for **Admin** cases. See Appendix B.*

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Lead Investigator	Name of the person who currently has primary responsibility for the case. Defaults to the name of the person who creates the case, but can be changed.	Y	DD		INVESTIGATION.INVESTIGATED_BY_UID

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Investigation summary	Short description of the nature of the investigation.	N			[redacted]
Joint Investigation?	Specify whether or not this investigation was conducted with another agency. Choices are: ♦ Yes ♦ No - default	Y	DD	If Yes, *Lead Agency* and *Other Agency* fields are required.	INVESTIGATION.JOINT_INVESTIGATION_IND
Lead Agency	Name of the agency taking prime responsibility for this investigation. Choices are: ♦ BC Forest Service - default ♦ Energy, Mines & Petroleum Resources ♦ Ministry of Water, Air, Lands & Parks ♦ RCMP ♦ Other Agency, including police forces If MoF is taking an enforcement action in this case against a contravention, BC Forest Service must be selected in this field.	Depends	DD	If No in Joint Investigation field, BC Forest Service is automatically selected.	INVESTIGATION.LEAD_AGENCY_CODE
Joint Agency	Name of other agency involved in the investigation. Choices are: ♦ BC Forest Service (default) ♦ Dept. of Fisheries & Oceans ♦ Energy, Mines & Petroleum Resources ♦ Ministry of Water, Air, Lands & Parks ♦ RCMP ♦ Other Agency, including police forces	Depends	DD	This field becomes mandatory if **Yes** is chosen in the *Joint Investigation* field.	INVESTIGATION.OTHER_AGENCY_CODE
Joint File #	File number used by the Agency conducting a joint investigation with the Forest Service.	N	Alpha-Numeric/20		New
Contact Phone	Phone number of the contact at the lead agency on this case.	N	Numeric Mask (123)456-7890		INVESTIGATION.CONTACT_PHONE

Action/Navigation Buttons

This form will provide access to the same action and navigation buttons available on the Case Summary form. There will be three additional buttons:

- Add Client
- Go to Investigation
- Identify Site.

Add Client

In the Clients segment of this form, users would click here to search the client database (CLIENT) for names of people on the system. If the person to whom the contravention is attributed is not found in this database, the user would be able to link to and add a client name in the CLIENT system, which would be flagged for CLIENT staff to review.

Go to Investigation

Authorized users would click here to open the investigation associated with the case. This would be the way an investigator would start documenting his investigation. When this button is clicked, the Investigation module would open and the fields from the Case Details segment of the Case Summary form would populate the Case Details segment of the Investigation Summary form. See Investigation S , page 99.

Identify Site

Details may be entered into the Location segment of the Case Summary form automatically, when a user comes to ERA through CIMS. Alternatively, the user may wish to identify the location using the Identify Site feature, which searches the FTAS database for most business areas. However there is a need for a general site identification which does not validate to FTAS. When this button is clicked, the Identify Site form for the selected business area (Road, Range, Harvest, etc.) displays and users would be able to populate location fields by selecting the correct site. (This code has been written for CIMS and would be made available.)

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Investigation summary	Short description of the nature of the investigation	N			ERA currently holds Remarks, which may, at conversion, come over in this area. Change this to name of era remarks variable
Joint Investigation?	Specify whether or not this investigation was conducted with another agency. Choices are: • Yes • No - default	Y	DD	If Yes, *Lead Agency* and *Other Agency* fields are required.	INVESTIGATION.JOINT_INVESTIGATION_IND
Lead Agency	Name of the agency taking prime responsibility for this investigation. Choices are: • BC Forest Service - default • Energy, Mines & Petroleum Resources • Ministry of Water, Air, Lands & Parks • RCMP • Other Agency, including police forces If MoF is taking an enforcement action in this case against a contravention, BC Forest Service must be selected in this field.	Depends	DD	If No in Joint Investigation field, BC Forest Service is automatically selected.	INVESTIGATION.LEAD_AGENCY_CODE
Joint Agency	Name of other agency involved in the investigation. Choices are: • BC Forest Service (default) • Dept. of Fisheries & Oceans • Energy, Mines & Petroleum Resources • Ministry of Water, Air, Lands & Parks • RCMP • Other Agency, including police forces	Depends	DD	This field becomes mandatory if **Yes** is chosen in the *Joint Investigation* field.	INVESTIGATION.OTHER_AGENCY_CODE
Joint File #	File number used by the Agency conducting a joint investigation with the Forest Service.	N	Alpha-Numeric/20		New
Contact Phone	Phone number of the contact at the lead agency on this case.	N	Numeric Mask (123)456-7890		INVESTIGATION.CONTACT_PHONE

Action/Navigation Buttons

This form will provide access to the same action and navigation buttons available on the Case Summary form. There will be three additional buttons:

- Add Client
- Go to Investigation
- Identify Site

Add Client

In the Clients segment of this form, users would click here to search the client database (CLIENT) for names of people on the system. If the person to whom the contravention is attributed is not found in this database, the user would be able to link to and add a client name in the CLIENT system, which would be flagged for CLIENT staff to review.

Go to Investigation

Authorized users would click here to open the investigation associated with the case. This would be the way an investigator would start documenting his investigation. When this button is clicked, the Investigation module would open and the fields from the Case Details segment of the Case Summary form would populate the Case Details segment of the Investigation Summary form. See Investigation S , page 99.

Identify Site

Details may be entered into the Location segment of the Case Summary form automatically, when a user comes to ERA through CIMS. Alternatively, the user may wish to identify the location using the Identify Site feature, which searches the FTAS database for most business areas. However there is a need for a general site identification which does not validate to FTAS. When this button is clicked, the Identify Site form for the selected business area (Road, Range, Harvest, etc.) displays and users would be able to populate location fields by selecting the correct site. (This code has been written for CIMS and would be made available.)

SEIZURES FORM

A seizure may be associated with the case as a whole, or linked to a specific contravention which has an enforcement action of forfeiture. If an enforcement action of forfeiture is taken, a seizure must be present on the case. You can create multiple seizures against a case or contravention. If you enter a seizure, you must document location information, but you may not be able to identify a client so clients cannot be mandatory on such cases.

The Seizures button should be available from all forms. When you click this button, the following fields display in the Seizure Details form:

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Seizure #	Number of the seizure. This field is automatically populated.	Y	Numeric/3	Must be able to enter multiple seizures and select them later for a Forfeiture enforcement action. Limit of 10.	SEIZED GOODS.SEIZURE_NUMBER
Type of seizure	Nature of the seizure: • Log salvage • Lien • Timber mark • UAH – can only be selected if a UAH contravention has been identified in the system • Search warrant • Chattels • Administrative seizure.	Y	DD		New
Seized date	Date on which the goods were seized. When a Seizure is linked to a Forfeiture, the Seized date displays on the Forfeiture Detail screen.	Y	Date/Mask/YYYY/MM/DD	You cannot add a seizure unless there is at least one contravention identified on the case.	SEIZED_GOODS.SEIZED_DATE
Seized by	Officer who made the seizure.	Y			New
Seized from	Client from whom the goods were seized. Select a client from the client list.	N	DD	Based on client list.	New
Seized goods	Type of goods seized: • Botanical products • Chattels • Hay • Documents	Y	DD	If Other is selected, display Other Type of Goods field.	SEIZED_GOODS.SEIZED_GOODS_TYPE_CD

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	♦ Livestock ♦ Lumber ♦ Newsprint ♦ Plywood ♦ Pulp ♦ Special Products ♦ Timber ♦ Veneer ♦ Wood Residue ♦ Other – if Other is selected, you must complete the Other Type of Goods field.				
Other Type of Goods	Seized goods. You must complete this field if you selected Other in the Seized goods field.	Depends	Text	This field is mandatory if Other is selected in the Seized Goods field.	
Seizure Description	Description of the seizure event and/or seized goods.	N	Alpha-Numeric/10		SEIZED_GOODS.DESCRIPTION_OF_SEIZED_GOODS
Disposition	Fate of the seized goods. ♦ Destroyed ♦ Impounded. If you select this option, please enter a date, if known, in the Disposition Date field. ♦ Returned by Forest Official ♦ Sold ♦ Other Note: this field should be updated as changes in disposition become known.	Y	DD	Only the person who made the seizure can lift it.	SEIZED_GOODS.DISPOSITION_CODE
Disposition Date	Date on which the seized goods were	N	Date/Mask/ YYYY/MM/DD		SEIZED_GOODS.DISPOSITION_DATE
Associated Costs	Costs incurred by the Ministry because of the seizure. The Associated cost is the amount paid out by the Ministry. Recoverable costs are identified when a Forfeiture enforcement action is entered into the system.	N	Numeric/6 – display $00,000		SEIZED_GOODS.ASSOCIATED_COSTS

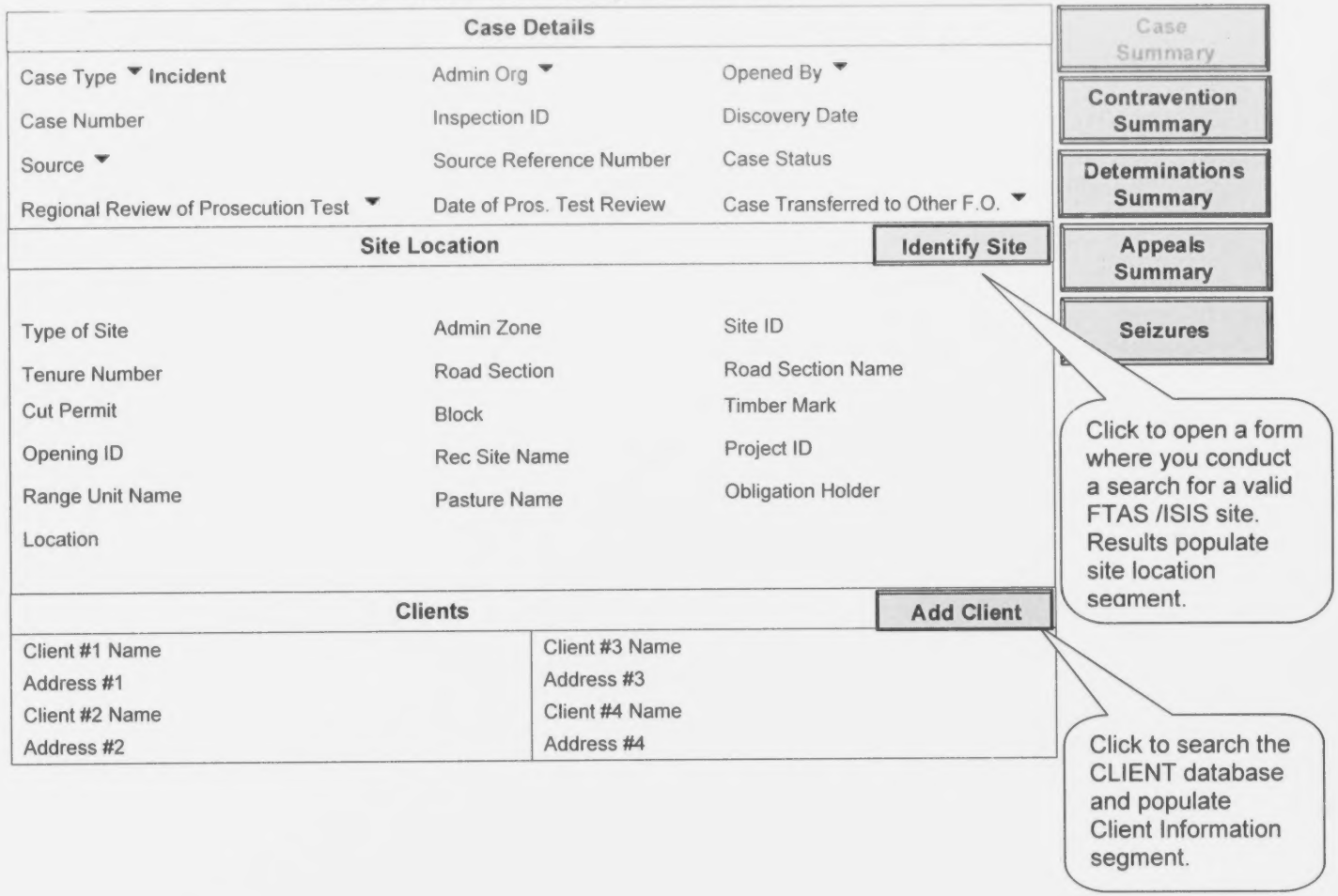
Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Value of seized goods	The estimated dollar value of the seized goods.	Y	Numeric/6 - display $00,000		New
Volume of seized goods	The estimated volume of the seized goods.	Y			New
Sale Amount	The gross amount of money the Ministry obtained from the sale of the seized goods.	Yes if Sold is selected in Dis-position	Numeric/6 – display $00,000		SEIZED_GOODS.SALE_AMOUNT
Seizure Location	Description of the location from which the goods were taken.	Y	Alpha-Numeric		SEIZED_GOODS.SEIZURE LOCATION
Impound Area	Description of the location where the goods are being held. Please provide company named and address information, if possible.	N	Alpha-Numeric		SEIZED_GOODS.IMPOUND_AREA

WHAT THIS FORM MIGHT LOOK LIKE

On the following page is a rough depiction of the possible layout of the Case Summary form, including action and navigation buttons.

The sample Case Summary form provided below is intended to help users visualize how these web forms might look so that they can better understand the display possibilities and the flow of information from one part of a form to another, and between forms. Developers should view these samples as a guide only and not a restriction on their design. Please note that the fields presented in this sample form are a selection only; for complete information, refer to the details on field content and type provided in the documentation for the Case Summary form.

CASE SUMMARY FORM (Incident Case)



CASE SUMMARY FORM (Incident Case -- continued)

This section would be display only, drawn from the Contravention Summary form. As many contraventions as required could display. The enforcement actions and statuses, and sometimes the list of contraventions, would change as the case moved through determination to appeal(s).

Contraventions

CLIENT 1 NAME			
Contravention Details	**Enforcement Action**	**EA Status**	**Contravention Status**
#1: Riparian infringement			Sent to Opportunity to be Heard
#2: CP Violation	Violation Ticket	Guilty by Payment	Guilty by Payment

CLIENT 2 NAME			
Contravention Details	**Enforcement Action**	**EA Status**	**Contravention Status**
#3: Unauthorized Harvest	a) Stop Work Order	Expired	Determined – No Appeal
#3: Unauthorized Harvest	b) Determined	Penalty applied Forfeiture Remediation	Appeal Complete – BC Supreme Court – Varied Penalty

Investigation Details

Lead investigator | Joint Investigation? ▼ | Lead Agency

Investigation Summary

Go to Investigation

Save | Close | Reset | Delete | Invalidate | Print/ E-Mail

View Inspection | Images | Letters & Forms | Attachments | Notes

CONTRAVENTION SUMMARY FORM

The Contravention Summary form displays all details about all contraventions involved in the case. Forest officials/officers use this form to list the contraventions involved in their investigation and to detail those contraventions as well as enforcement actions within their authorization. Enforcement actions which must be decided via determination are entered in the Determination form but display in both places. Modifications made to enforcement actions in the Appeal form are also displayed here.

Selected elements of the contravention details entered here display on the Case Summary form. The same header details are available in this form as in the Case Summary form.

Up to a maximum of 50 contraventions may be identified in this form. (This number in general should be much lower; the higher number is required to accommodate converted data.) The number of fields that display varies depending on the enforcement action applied to the contravention. Thus, the fields that display for an enforcement action of Violation Ticket are different from those which display for a Stop Work Order.

Header Details

At the top of all forms other than the Case Summary form is a header drawn from the various segments of the Case Summary form. The user must be able to minimize or expand this header as desired. See the discussion of the Show/Hide button, page 52. The fields which comprise this header are:

- Case Number
- Admin Org
- Case Type
- Case Status
- Source
- Lead Investigator

Contravention Details Segment

The following fields would display for each contravention documented in the Contravention Summary form. Enforcement officers would have the authority to enter as many contraventions as required (up to a maximum of 50), but only three types of enforcement actions may be selected in the *Enforcement Action* field: Violation Ticket, Stop Work Order, and Order to Vacate. Each of these selections results in the display of a variety of additional fields. See Violation Ticket, Stop Work Order and Order to Vacate Enforcement Actions.

The documentation of contraventions is dependent on the Article table, currently accessed by other applications, including CIMS. Developers may assume this table will be updated by the time it is needed for ERA, including real words for contraventions, more details on ticket amounts and whether or not a ticket may be applied as a result of a contravention.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Contravention Number	System-generated number assigned to each contravention.				VIOLATION/VIOLATION_ NUMBER
Estimated Incident Date	Estimated date the contravention took place. You must complete this field in order to be able to select contravention details such as act, regulation, etc.	N	Date format: /MM/DD/YYYY	Business rules will control checks against this date, linked to information available in the Article table. For example, a ticket may not be issued more than 2 years from the estimated incident date of a contravention. If user selects a date prior to June1995, Act/Reg and Section/Sub section fields become available for manual entry.	ERA_CASE.ESTIAMTED INCIDENT START DATE ERA_CASE_ESTIMATED INCIDENT END DATE SEE CIMS MODEL CIMS has a browse Act/Reg's functionality built for the selection of the date, act, reg, section, etc., the code will be available.
Act/Regulation	The Act or Regulation contravened. User selects from a list of Acts and Regulations which is narrowed based on the date entered in the Estimated Incident Date field. These fields may be completed automatically by the system, based on the selection made using the Browse Act/Regulation button, or the user may choose to enter these details manually, Data entered manually will be verified against the articles table The list which displays may be further narrowed by using the Section/Sub-Section/Paragraph/Sub-Paragraph fields. See Additional Action Buttons, page 52.	N	DD		VIOLATION.ARTICLE_SK EY ARTICLE table – see CIMS

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Section/Sub-Section/Paragraph/Sub-paragraph	Contravention details. These fields may be completed automatically by the system, based on the selection made using the Browse Act/Regulation button, or the user may choose to enter these details manually, Data enter manually will be verified against the articles table.	N	DD/25		ARTICLE table – see CIMS
Client Name	Name of the client who is alleged to be responsible for this contravention. If more than one client was involved, they may be selected at this time.	No	DD	This is a drop-down selection of client names based on the clients entered in the Case Summary form.	CASE_CLIENT_LINK.CLIENT_SEQUENCE_NO
Address	Address of the client. This field displays information first selected in the Case Summary form.	Y	Alpha-numeric	Auto fills based on client selected in Client Name field.	CASE_CLIENT_LINK.CLIENT_SEQUENCE_NO
Joint Client	Name of the client involved in this joint venture. This field should automatically display if such a client was selected in the Case Summary form. . This is dependent upon CLIENT being changed to deal with joint tenures. If not this will have to be a field in ERA. The entry here must still have a client number in CLIENT.	N/A	Text – display only	Requires research with other business areas CLIENT) to ensure this can happen. If not this will have to be a field in ERA.	New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action	Action taken by the enforcement officer as a result of this contravention. Choices are: ♦ Violation Ticket – fields specific to a Violation ticket display. See Violation Ticket Enforcement Action, page 46. ♦ Order to Vacate – fields specific to a Violation ticket display. See Order to Vacate Enforcement Action, page 51. ♦ Stop Work Order- fields specific to a Stop Work Order display. See Stop Work Order Enforcement Action, page 48. ♦ Compliance action. This selection would cause CIMS to open the appropriate form with any site ID information taken over. These are the only three selections that may be made in this form; all other enforcement actions are documented in the Determination Summary or Appeals forms and displayed here.	No	DD	This field is only available if a client has been selected. There may be up to 3 contraventions listed on the same Violation Ticket and 5 on the same Stop Work Order. The user must be able to enter the violation ticket/Stop Work Order information once, but identify up to the respective limit of contraventions.	ENFRCMNT_ACTION .ENFRCMNT_ACTION_NO .ENFRCMNT_TYPE_CODE .ENF_ACTION_STS_ST
Contravention Status	Indicates the progress made on resolution of this contravention. Choices are: ♦ Alleged: This status is automatically defined when a contravention is identified. Indicates that the possibility that this contravention happened is currently under investigation. This status remains in place until an enforcement action is applied, or other status entered. Cases with contraventions with this status are not included in reports of cases against clients. ♦ Sent for Opportunity to be Heard: Select this option when you have included this contravention in the package sent to the SDM for determination. ♦ Opportunity to be Heard Completed – Automatically entered by the system when this date is entered in the Determination Summary form. ♦ Determined—No Contravention	Y	DD	Alleged = default. Cannot have alleged and an enforcement action against a contravention. Sent for Opportunity to be Heard — must be set manually. Opportunity to be Heard Completed – status is set when the Opportunity to be Heard date field in the Determination Summary form is completed.	VIOLATION/VIOLATION_STS_ST

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	♦ Determined-Awaiting Appeal. Automatically entered by the system when an enforcement action is selected by the F.O, or an SDM determination is entered in the Determination Summary form. ♦ Determined – no Appeal. Automatically entered by the system when 35 days has passed since the determination service date. Invoicing would be permitted at this point, through the Determination Summary form. ♦ Under Appeal --Authority Name. Automatically entered by the system. ♦ Appeal Complete --Authority Name -- Awaiting Further Appeal ♦ Appeal Complete -- Authority Name – No Appeal (after 35 days). Invoicing would be permitted at this point, through the Appeals Summary form. ♦ Appeal Complete – Upheld – from LTRACK ♦ Appeal Complete – Changed – from LTRACK ♦ Appeal Complete – Overturned – from LTRACK ♦ Investigated – No Contravention Found. This is selected manually.			Determined, Awaiting Appeal – this status is set when the Determination Service Date is entered into Determination Summary Form. No invoicing may happen at this stage in a case. Under Appeal – status is set when Type of Appeal is entered in the Appeals Summary form. Appeal Complete – awaiting further – status is set when an Outcome is entered in the Appeals Summary form. Other appeal statuses for LTrack – Upheld, Changed, Overturned. A case may not be closed if: ♦ There is no outcome for identified for an appeal ♦ a penalty has been associated with a contravention and has not yet been invoiced. Investigated – no contravention found—set manually	
Determination #	Determination(s) which involve this contravention. This is a display-only field that is automatically completed when this contravention is identified as part of a determination in the Determination Summary form.	N	Numeric	Must be able to accommodate more than one determination number.	DETERMINATION_VIOLATION_VALIDITY_LINK.DETERMINATION_NUM

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appeal #	Appeals(s) which involve this contravention. This is a display-only field that is automatically completed when this contravention is identified as being under appeal in the Appeals Summary form.	N	Numeric	Must be able to accommodate more than one appeal number.	APPEAL.APPEAL_NUMBER

Unauthorized Harvest Contravention Detail

The following fields display in the Contravention Summary form when the enforcement officer selects **unauthorized harvest** as a contravention in the Act/Regulation fields.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Total UAH Area	Estimated area, in hectares, on which the unauthorized harvest occurred.	Y	Numeric with 2 decimal places	For conversion purposes: this field is a sum of Merch_Area and Non-Merch Area and should be displayed as such in converted cases. New entries would be simple estimations.	UNAUTHORIZED_HARVEST/TOTAL_UH_AREA
Measurement Type	Method of determining volume: ♦ Ocular ♦ Stump cruise ♦ Comparative cruise ♦ Piece scaled ♦ Weight scaled ♦ Other	No	DD/Alpha/		UNAUTHORIZED_HARVEST/VOL_DTRMNTN_CODE
Other Measurement Type	If you select Other in the Measurement Type field, you must provide details here.	Depends	Alpha/numeric	This field is required if Other is selected in the Measurement Type field.	New
Total UAH Volume	Estimate of the total volume of timber that was removed as a result of the unauthorized harvest.	Depends	Numeric with 2 decimal places 9,999,999.99.	This field is required if Measurement Type entered.	UNAUTHORIZED_HARVEST/TOTAL_UH_VOLUME

Violation Ticket Enforcement Action Detail

The most common enforcement decision taken by enforcement officers is the violation ticket. Tickets are entered by clerks in some districts and by the forest official in others. The process of entering a ticket must be simple enough for infrequent users of the system and robust enough for experienced users.

From one to three contraventions may be identified against a single violation ticket. The user should be able to enter the ticket information once and link that information to the three contraventions.

The following fields display in the Contravention Summary form when the enforcement officer selects **Violation Ticket** in the *Enforcement Action* field.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Ticket Number	Unique ticket number, taken from the ticket handed out to the client.	Y	Alpha-Numeric//mask = AA12345678	If the same number is found in the system display the following warning: "This ticket number has already been used. Please enter another number."	TICKET_NUMBER/TICKET_NUMBER
Service Date	Date the client was served with the ticket.	Y	Date/mask/ YYYY/MM/DD		ENFRCMNT_ACTION/OFFENDER_NOTICE_DT
Driver's Licence	Driver's licence number of the client who was served the ticket. If available in CLIENT, this information displays automatically when you select your client in the Client Name field. If not, user should be able to jump to the CLIENT system to update it with the licence number.	N	Numeric/		FOREST_CLIENT/DRIVER_LIC_NUMBER Lookup from CLIENT
DL-Province/State	Province or State in which the driver's licence was issued.	Depends	DD	This field is required If driver's licence is entered.	LICENSE_JURISDICTION_CODE
Other ID	Identification documentation for this client, other than a BC Driver's licence. If available on the system, this information displays automatically when you select a client in the Client Name field.	N	Alpha-numeric/		FOREST_CLIENT/CLIENT_OTHER_ID

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Young Offender	Check here to indicate whether or not this client is a young offender.	N	Check Box	Flags reporting facility to ignore this client information on reports.	
Birth Date	Birth date of the person to whom this ticket is being given. If available on the CLIENT system, this information displays automatically when you select a client in the Client Name field.	N	Date/Mask/ YYYY/MM/DD		FOREST_CLIENT.BIRTH DATE
Vehicle Prov/State	Province or State where the vehicle was licensed.	N	Alpha		LICENSE_JURISDICTION _CODE
Vehicle Plate #	Licence plate number of the vehicle involved in the ticketed offence.	N	Alpha-Numeric		New
Registered Owner Name	Registered owner of the vehicle involved in the ticketed offence.	N	Alpha		New
Appeal period	The time period, in days, after which the client may not launch an appeal. Defaults to 30 days.	Y	Numeric/3	Counts 30 days from Service Date.	ENFRCMNT_ACTION/RE SPONSE_PERIOD
Fine Amount	Amount of the fine being levied. This field is automatically completed when you enter the contravention.	Y	Numeric/ 99,999.99	Automatically calculated based on values derived from the Article table.	Found in the new Admin Remedies Table
Ticketed Amount	Total dollar value of the fine. This value includes the 15% surcharge and is automatically completed when you enter the contravention. If you have given the ticket to the offender and the amount displayed here does not match what is on the ticket, you must rescind the ticket, change the ticket status field to rescinded, and re-enter the new ticket information.	Y	Numeric/ 99,999.99	Automatically updated based on values derived from the Article table.	ENFORCMNT_ACTION/E NFORCMNT_AMOUNT This information will be stored in the Article table, replacing the above table in ERA.
Issued By	Name of the person who wrote the ticket. If that person is not yourself, select from the available list of authorized individuals. If the person who issued the ticket is not part of the Forest Service, please select Other and fill in their name in the Issued by Non-Forest Official field.	Y	DD	Take from FSMASTER ID and internal security.	ENFRCMNT_ACTION/EN FORCEMNT_OFCR_UID
Served By	Name of the person who served the ticket. This field defaults to the name selected in the Issued By field but can be changed.	Y	Text		New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action (Ticket) Status	Status of resolution regarding the ticket. Possibilities are: ♦ Cancelled ♦ Disputed-Not Guilty ♦ In Progress (ticket still within the 30-day dispute window) IP ♦ In Dispute (alleged offender has disputed the ticket) DIS ♦ Guilty by Payment (offender has paid the ticket within the 30-day dispute period) GPY ♦ Cancelled by Enforcement Officer – CAN ♦ Cancelled by ICBC Ticket Admin –CAS ♦ Guilty by Expiry (30-day dispute period has expired and the offender is now deemed guilty) GEX ♦ Guilty by Judgement (dispute was heard in court, and offender was judged guilty) - GJU ♦ Under Appeal (offender has launched an appeal) ♦ AQU – Acquitted (appeal was heard and the offender was acquitted of the charges- APP ♦ Stay of Proceedings (appeal was launched and a "stay of proceedings" was issued) – SOP ♦ Quashed (appeal was launched and the offence was quashed) – QUA ♦ Retrial (appeal was launched and a retrial was granted, typically followed by GJU, AQU, SOP or QUA) - RET ♦ Not Guilty (dispute was heard before the courts, and the courts ruled "not guilty") – NGU ♦ Replacement requested by ICBC (ticket has been replaced by another) – RPL ♦ Replacement Ticket ♦ WDL – Withdrawn (dispute was raised and the charge has been withdrawn)	Y	Alpha/30	The system should allow this status field to be automatically updated by ICBC data file. Once weekly update should be sufficient but not less. Change in ticket status should cause FO to be notified. See Display Status Facility, page 125.	ENFORCMNT_ACTION/TICKET_STATUS_ST
Ticket Description	Short description of the reasons for issuing the ticket.	N	Alpha-numeric/		ENFRCMNT_ACTION/REMEDY_DESCRIPTION

Stop Work Order Enforcement Action Detail

A Stop Work Order is issued when a Forest Official discovers a serious contravention which requires immediate cessation of activity. Stop Work Orders are currently paper forms usually issued in the field, with details entered into the system later. If, however, the Forest Official does not have the appropriate form at the site, he or she may decide to issue a Verbal Stop Work Order and then later issue the paper form from the office. Stop Work Orders should thus be able to be generated from within the system, attached to the case and printed.

Investigators may document up to five contraventions on a single Stop Work Order; the system must be able to allow the user to enter the Stop Work Order details once, but document the contraventions separately.

The following fields display in the Contravention Summary form when **Stop Work Order** is selected in the *Enforcement Action* field.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Stop Work Order Number	Unique number, taken from the form handed out to the client.	Y	Alpha-Numeric/ 10/mask	If the same number is found in the system display the following warning: "This Stop Work Order number has already been used. Please enter another number."	TICKET_NUMBER/TICKET_NUMBER
Date of verbal notice	Date on which the client was issued a verbal stop work order notification. You must provide written notification within 72 hours.	N	Date format /mask/ yyyy/mm/dd	When a date is entered here, the case ID is listed in Critical Dates Status. Forest Official has 72 hours to issue a paper form. See **Display Status facility**, page 125.	New
Service Date	Date on which the Stop Work Order was delivered to the client.	Y	Date format /mask/ yyyy/mm/dd	An entry in this field changes the enforcement action status to In Progress.	ENFRCMNT_ACTION.OFFENDER_NOTICE_DT
Issued By	Name of the person who wrote the SWO, select from the available list of authorized individuals. Only Forest Officials can issue SWO's, thus only forest official names should be in the DD. See the [redacted] on page 111	Y	DD	Take from FSMASTER ID and internal security.	ENFRCMNT_ACTION/ENFORCEMNT_OFCR_UID
Stop Work Order Review Date	Date by which the Stop Work Order should be reviewed. On this date the system should generate a message to the Forest Official who issued the SWO (Issued by) as a reminder to verify whether or not the conditions which initiated the stop work order have changed.	Y	Date format /mask/ yyyy/mm/dd	When a date is entered here, the case ID is listed in Critical Dates Report. See **Display Status facility**, page 125.	New

Stop Work Order Enforcement Action Detail

A Stop Work Order is issued when a Forest Official discovers a serious contravention which requires immediate cessation of activity. Stop Work Orders are currently paper forms usually issued in the field, with details entered into the system later. If, however, the Forest Official does not have the appropriate form at the site, he or she may decide to issue a Verbal Stop Work Order and then later issue the paper form from the office. Stop Work Orders should thus be able to be generated from within the system, attached to the case and printed.

Investigators may document up to five contraventions on a single Stop Work Order; the system must be able to allow the user to enter the Stop Work Order details once, but document the contraventions separately.

The following fields display in the Contravention Summary form when **Stop Work Order** is selected in the *Enforcement Action* field.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Stop Work Order Number	Unique number, taken from the form handed out to the client.	Y	Alpha-Numeric 10/mask	the same number is ound in the system display the following warning: "This Stop Work Order number has already been used. Please enter another number."	TICKET_NUMBER/TICKET_NUMBER
Date of verbal notice	Date on which the client was issued a verbal stop work order notification. You must provide written notification within 72 hours.	N	Date format /mask/ yyyy/mm/dd	When a date is entered here, the case ID is listed in Critical Dates Status. Forest Official has 72 hours to issue a paper form. See Display Status facility, page 125.	New
Service Date	Date on which the Stop Work Order was delivered to the client.	Y	Date format /mask/ yyyy/mm/dd	An entry in this field changes the enforcement action status to In Progress.	ENFRCMNT_ACTION.OFFENDER_NOTICE_DT
Issued By	Name of the person who wrote the SWO, select from the available list of authorized individuals. Only Forest Officials can issue SWO's, thus only forest official names should be in the DD. See the **Administration Module** on page 111	Y	DD	Take from FSMASTER ID and internal security.	ENFRCMNT_ACTION/ENFORCEMNT_OFCR_UID
Stop Work Order Review Date	Date by which the Stop Work Order should be reviewed. On this date the system should generate a message to the Forest Official who issued the SWO (Issued by) as a reminder to verify whether or not the conditions which initiated the stop work order have changed.	Y	Date format /mask/ yyyy/mm/dd	When a date is entered here, the case ID is listed in Critical Dates Report. See Display Status facility, page 125.	New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Lifted By	The name of the official who lifted or rescinded the Stop Work Order.	N		Lifted fields are not available after the Stop Work Order Expiration Date. Lifted fields must all have data or all be blank.	ENFRCMNT_ACTION/LIFTED_BY_USERID
Lifted/Rescinded Date	Date the Stop Work Order was lifted or rescinded.	Depends	Date/Mask/ YYYY/MM/DD	This field is required if date in Lifted by.	ENFRCMNT_ACTION/WRK_ORDER_LIFTED_DT
Lifted /Rescinded	Specify the reasons for lifting this stop work order: ♦ Lifted ♦ Rescinded.	Depends	DD	This field is required if date in Lifted by. Completion of this field sets the Enforcement Action status to Lifted or Rescinded.	ENFRCMNT_ACTION/ LIFTED_REASON_CD
Lifted/Rescinded Reason Description	Explain the reasons for your selection in the Lifted/Rescinded Reason field.	Depends	Alpha-Numeric/2000	This field is mandatory if a selection is made in the Lifted/Rescinded field.	New
Enforcement Action Status	Status of this enforcement action. The system automatically sets these statuses. Possibilities are: ♦ In effect ♦ Lifted ♦ Rescinded	Y	DD	Automatically completed based on other selections made.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Stop Work Order Description	Description of the Stop Work Order.	N	Alpha-Numeric/ 2000		ENFRCMNT_ACTION/REMEDY_DESCRIPTION

Order to Vacate Enforcement Action Detail

An Order to Vacate is issued when a client is required to leave a recreation site. A paper form is issued in the field and handed to the client; the officer then returns to the office to document the enforcement action taken.

The following fields display in the Contravention Summary form when the enforcement officer selects **Order to Vacate** in the *Enforcement Action* field.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Service date	Date the client was served with the order to vacate.	Y	Date/mask	Completion of this field sets the Enforcement Action status to Served.	ENFRCMNT_ACTION/OFFENDER_NOTICE_DT
Service time	Time the Order to vacate was issued.	Y	Time/mask/24 hrs		ENFRCMENT_ACTION.OFFENDER_NOTICE_TIME
Driver's Licence	Driver's licence number of the client who was served the ticket. If available in CLIENT, this information displays automatically when you select your client in the Client Name field. If not, user should be able to jump to the CLIENT system to update it with the licence number.	N	Numeric/		FOREST_CLIENT/DRIVER_LIC_NUMBER Lookup from CLIENT
Province/State	Province or State in which the driver's licence was issued.	N	DD		LICENSE_JURISDICTION_CODE
Other ID	Identification documentation for this client, other than a BC Driver's licence. If available on the system, this information displays automatically when you select your client in the Client Name field.	N	Alpha-numeric/		FOREST_CLIENT/CLIENT_OTHER_ID
Location: site	The type of site the individual was ordered to vacate. Choices are: ♦ recreation site ♦ trail ♦ interpretive forest site ♦ wilderness area ♦ other	N		If Other selected, display Other location field.	New
Other location	Other location the individual was ordered to vacate. If you selected Other in the Location: site field, you must complete this field.	Depends		If Other is selected above, this field must be completed.	

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action Status	Status of this enforcement action. The system automatically sets the status of Served based on the Service date entered above.	Y		Automatically completed based on other selections made.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
OTV Description	Description of the reasons for the enforcement action. You may use this field to indicate if a detailed description is attached to the case file.	N	Alpha-Numeric/ 2000		

Action/Navigation Buttons

This form will provide access to the following Action buttons

- Browse Act/Regulation
- Show/Hide
- Save
- Save & Close

Browse Act/Regulation

This button is required in the Act/Regulation area of the form. When the user selects an incident date and uses the drop-down in the Act/Regulation field to select a piece of legislation, the Browse Act/Regulation button should display a list of all the contraventable acts or regulations, including their respective section, sub-section, paragraph and sub-paragraph numbers. The user would click the appropriate information to populate the section/sub-section, paragraph/sub-paragraph fields. Functionality would be exactly the same as CIMS, with code available to developers.

Show/Hide

This button may be required in the header area of the form if the header information requested takes up too much space. Users would click Hide to remove selected header fields from display and Show to re-display them. See Header Details, page 40.

Save

Saves the information in this form and re-displays it.

Save & Close

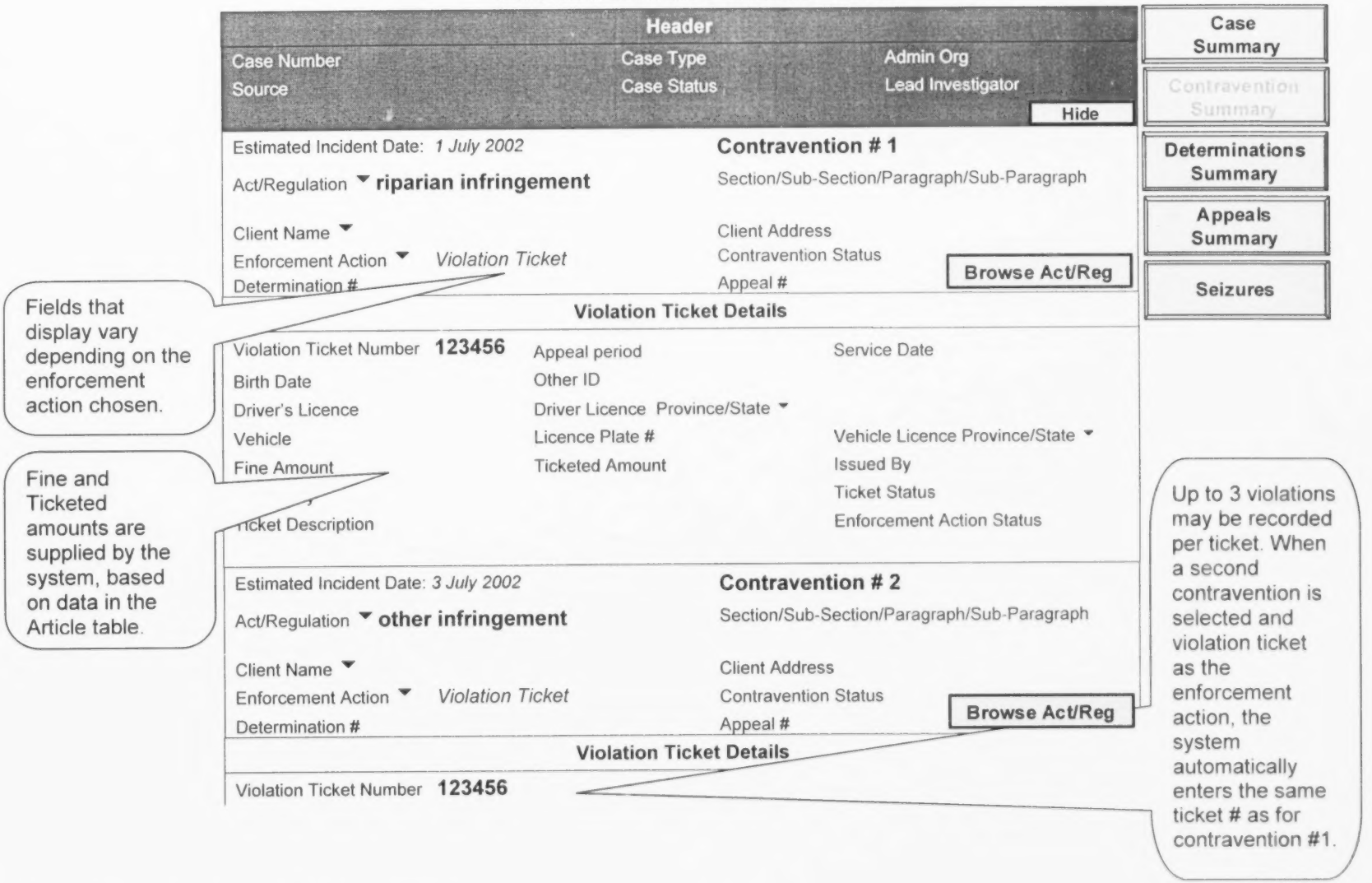
Saves the information in this form and returns the user to the Case Summary form.

WHAT THIS FORM MIGHT LOOK LIKE

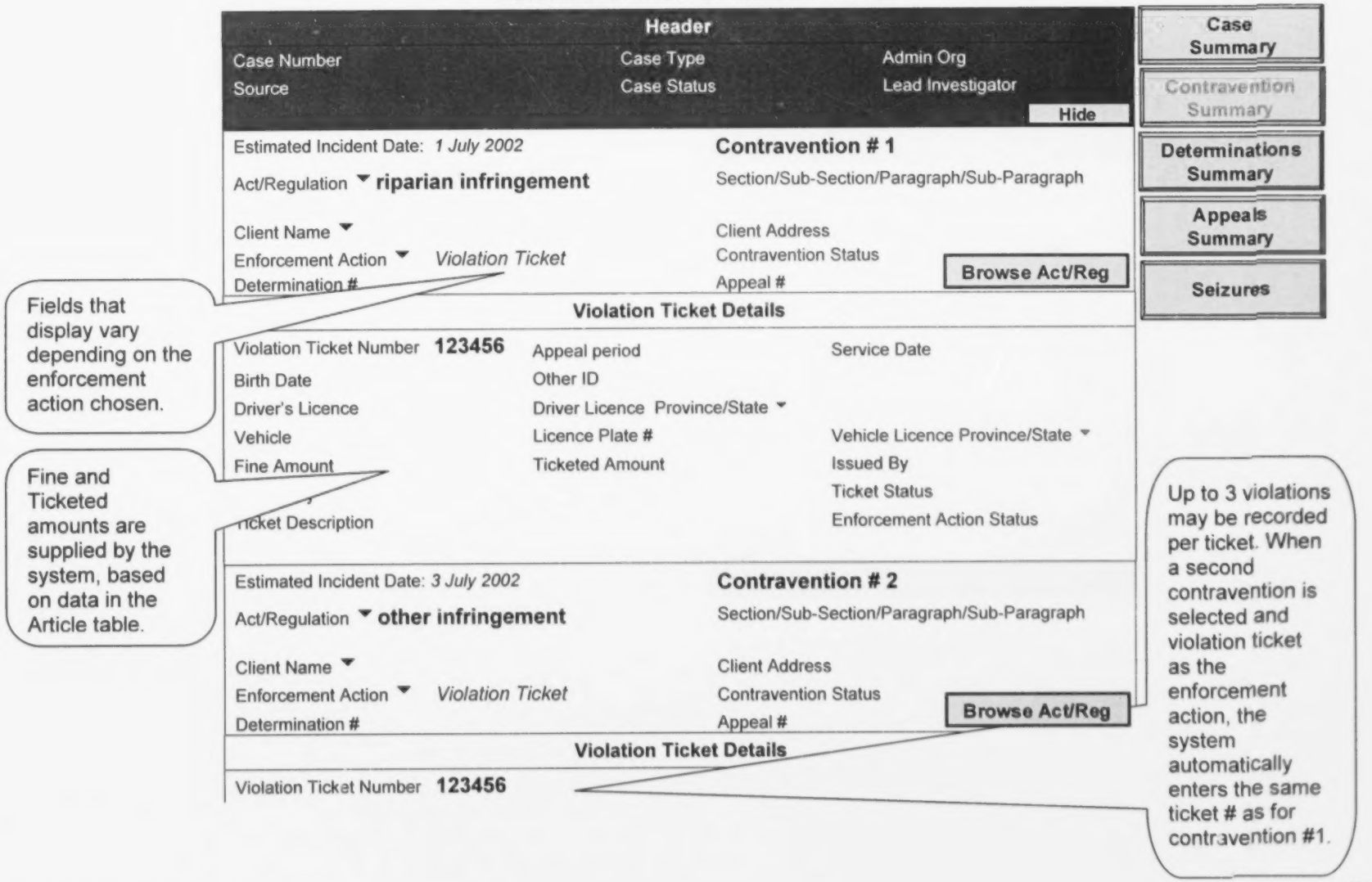
On the following page is a rough depiction of the possible layout of the form, including action and navigation buttons.

The sample Contravention Summary form provided below is intended to help users visualize how these web forms might look so that they can better understand the display possibilities and the flow of information from one part of a form to another, and between forms. Developers should view these samples as a guide only and not a restriction on their design. Please note that the fields presented in this sample form are a selection only; refer to the details on field content and type provided in the documentation for the Contravention Summary form.

CONTRAVENTION SUMMARY FORM

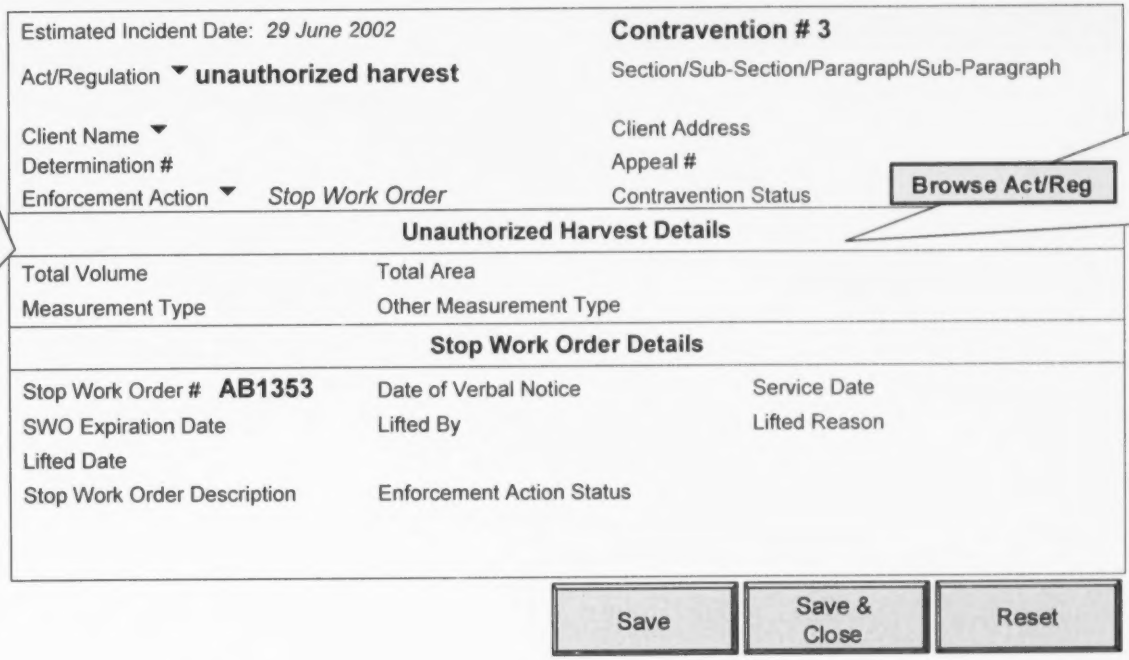


CONTRAVENTION SUMMARY FORM



CONTRAVENTION SUMMARY FORM (continued)

Up to 3 contraventions can be entered against a single violation ticket number. Users type the ticket details once (for contravention #1), and the Violation ticket # displays automatically, up to 3 times if violation ticket enforcement action is chosen again. Details of the ticket do not need to display again.



When an unauthorized harvest contravention is selected, special fields display for completion. This is the only contravention which causes this to happen.

DETERMINATION SUMMARY FORM

The investigator sends a case to a statutory decision-maker (SDM) for determination when the investigator feels the enforcement action necessary to properly respond to a contravention requires a higher authority than their own (that is, any enforcement action other than Violation Ticket, Stop Work Order and Order to Vacate). With ERA 3.0, the investigator would use the Case Summary and Contravention Summary forms to document the basics of the case, detail his investigation using the tools provided in the Investigation module, and then indicate, using the Contravention Summary form, that selected contraventions have been sent for determination. (Not all contraventions identified in the case would necessarily be sent for determination; some may be handled by the investigator using the enforcement actions at his discretion.)

Once the decision has been made to send a case to the SDM, district staff schedule an Opportunity to be Heard, the date and details of that hearing are entered into the Determination Summary. Only those with appropriate security privileges may complete this form. See Security Requirements page 12. After the Opportunity to be Heard takes place, the SDM documents his decision in a Notice of Determination which details enforcement actions identified against each contravention which formed part of the determination. This notice is generated from within ERA for distribution to the client and other details of the results of the determination are included in the Determination Summary form.

General rules regarding Determinations that affect development.

- One client per determination, unless there is a joint client, but in that event a single company name is used for the determination documentation.
- Possibility of multiple determinations per case (for the purposes of system design, a limit of 15 will be set)
- Possibility of multiple enforcement actions per contravention (for the purposes of system design, a limit of 15 will be set).
- Must be one Notice of Determination for each determination (although a replacement letter must be allowed to accommodate for errors that might have been made in the original letter).
- Forfeiture enforcement action must have at least one seizure, but may be associated with more than one.
- Once a determination has been identified as determined, awaiting appeal, it cannot be changed. Changes resulting from an appeal would be made in the Appeals Summary form.

Help Note: Determination and Appeal process are presented graphically on page 249 of the Appendices to the Basic Law Course.

The guiding principle in the design of this form is to make it easy to tell exactly what happened at each separate determination, either through the use of separate pages for each determination, or clear design on a long scrolling page. While data from other forms in the module needs to be displayed, users should not be required to enter duplicate data.

DETERMINATION SUMMARY FORM

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- Forfeiture enforcement action must have at least one seizure, but may be associated with more than one.
- Once a determination has been identified as determined, awaiting appeal, it cannot be changed. Changes resulting from an appeal would be made in the Appeals Summary form.

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The guiding principle in the design of this form is to make it easy to tell exactly what happened at each separate determination, either through the use of separate pages for each determination, or clear design on a long scrolling page. While data from other forms in the module needs to be displayed, users should not be required to enter duplicate data.

Header Details

At the top of all forms other than the Case Summary form is a header drawn from the various segments of the Case Summary form. The user must be able to minimize or expand this header as desired. See the discussion of the Show/Hide button, page 52. The fields which comprise this header are:

- Case Number
- Admin Org
- Case Type
- Case Status
- Source
- Lead Investigator.

Determination Details Segment

The following fields display in the first segment of the Determination Summary form.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Determination #	Sequential number generated by the system, indicating the number of determinations heard in this case. If there were three determinations on the case, this field should display 1 of 3.	N/a	Numeric/3	There must be at least one contravention and associated client In order for a determination form to be saved.	DETERMINATION.DETERMINATION_NUM
Determination Date	Date displayed on the Notice of Determination generated through ERA for distribution to the client.	Y	Date/mask DD/MM/YYYY	Date is entered here and then used on the Notice of Determination	DETERMINATION.DETERMINATION_DATE
Determination Service date	Date on which the client was "deemed" to have been served the decision, that is: • The date on which the Notice of Determination was served by hand or by a process server, or • The date on which the client received the Notice of Determination Letter via a confirmed fax • The date that was 8 days after the Notice of Determination was sent by registered mail via Canada Post. The accuracy of the Determination Service Date is critical for	Y	Date/mask DD/MM/YYYY	Once this date is entered, the timer starts on an appeal – client has 21 days to make an appeal – after 35 days, the contravention status should change to no appeal.	DETERMINATION.SERVICE_DATE

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	Appeal periods. When an Appeal is documented against this Determination, ERA uses the Determination Service Date as the Appeal Period Start Date. This date may be overruled by the Review official using the Appeal Period Start Date field.				
Determination Official Name	Name of the senior official or official who made the original Determination.	Y	DD	Must be valid user ID at time of data entry. I.e. a senior official designated in the Administration Module.	DETERMINATION.MADE_BY_USERID Lookup table – to be created see Supervisor Administration, page 111.
Determination Agency	Name of the agency which made the original Determination. Choices: ♦ BC Forest Service (default) ♦ Energy, Mines & Petroleum Resources ♦ Water, Land and Air Protection.	Y	DD		DETERMINATION.AGENCY_CODE
Appeal #	Appeal associated with this determination. This is a display-only field, indicating that there is an appeal against this determination.	N/A		This field is automatically completed when this determination # is selected in the Appeals Summary form. Need to be able to display more than one appeal #. The fact that this determination has gone to appeal should be highlighted – using colour or formatting.	APPEAL.APPEAL_NUMBER

Opportunity to be Heard Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Opportunity to Be Heard Offered	Specify whether or not the client was offered an Opportunity to be Heard. Choices are: ♦ Yes ♦ No This field will be automatically completed if the Notice of Opportunity to be Heard letter is generated from the system. Otherwise, you will need to make this selection manually.	Y	DD or check box	If the user selects Yes in this field, the Opportunity to be Heard Accepted and the Opportunity to be Heard Date display. If No is selected, the Comments box becomes mandatory.	New
No OTBH Offered Comments	If No is selected in the Opportunity to be Heard Offered field, you must explain why here.	Depends	Alphanumeric	This field is required if No is selected in Opportunity to be Heard offered field.	New
Opportunity to be Heard Accepted	Specify whether or not the client agreed to participate in the Opportunity to be Heard. Choices are: ♦ Yes ♦ No	Depends	DD or check box	This field is required if Yes is selected in the Opportunity to be Heard Offered field.	New
Opportunity to be Heard Date	Date of the Opportunity to be Heard event.	Depends	Date format/ mask	This field is mandatory if Yes is selected in the Opportunity to be Heard Accepted field.	New

Client Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Client Name	Name of the client against whom this determination is made. Select from the available clients in this field.	Y	Text - Display only CHAR(60) + LEGAL_FIRST_ NAME CHAR(30)	Contents of the drop-down are dependent on information entered in Contravention Summary.	Linked by CLIENT_CASE_LNK. CLIENT_SEQUENCE_NO FOREST_CLIENT.CLIEN T_NAME FOREST_CLIENT.LEGAL _FIRST_NAME
Client Address	Address of the client against whom this determination is made. This information displays automatically when the client name is selected.	N/A	Text – display only	Require ability to update address if required. A Browse Clients feature must therefore be available.	CLIENT_LOCATION.ADD RESS_1 CLIENT_LOCATION.ADD RESS_2 CLIENT_LOCATION.ADD

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
					RESS_3 CLIENT_LOCATION.CITY CLIENT_LOCATION.PROVINCE
Joint Client	Name of the client involved in this joint venture. This field should automatically display if such a client was selected in the Case Summary form.	N/A	Text – display only	Method used will depend on if this info is captured in CLIENT or ERA	

Contravention and Enforcement Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Contravention #	The first contravention identified for determination. Select from the list of contraventions.	Y	DD	Up to 15 possible contraventions may be selected. For each contravention, at least one Enforcement Action is required.	VIOLATION.VIOLATION_NUMBER
Row	Row # identifying this contravention and its associated enforcement action. This identifier is automatically entered by the system.	N/A	Alpha – A, B, C	This functionality should be similar to that found in CIMS, in the Non-Compliance Summary Form. Code will be available to developers.	
Act/Reg	Automatically populated when contravention # is completed.	Y	Text – display only		
Section, Sub Section/Para, Sub-para	Automatically populated when contravention # is completed.	Y	Text – display only		
Enforcement Action	Select the enforcement action(s) chosen for this contravention as a result of the Determination. Multipe actions can be chosen for a given contravention. Choices are: • Forfeiture • Remediation • Suspension • Cancellation • Reduction of AAC	Y	DD	User may choose up to 8 enforcement actions for each contravention. As each type of enforcement action is selected, related fields, as described in the Enforcement Documentation segment, below, display.	Link through ENF_VIOLATION_LNK ENFRCMNT_ACTION.ENFRCMNT_TYPE_CD

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	♦ SB Registration Suspension ♦ Penalty ♦ No Action			If Forfeiture is selected, there must be at least one seizure entered on the case within 30 days; after 30 days, the appropriate C&E leader is informed through the Status facility. Multiple seizures associated with a forfeiture must be allowed. If Forfeiture is selected a seizure number field should display where you select from among the seizures made to link the forfeiture to specific seizures. If No Action is selected, the user cannot enter a penalty amount for this contravention greater than 0. If No Action is selected, no other enforcement action can be selected for that contravention.	
Contravention Status	Status of the contravention. Activity in the Determination Summary form affects the following statuses: ♦ Opportunity to be Heard Completed – automatic, when Opportunity to be Heard date has passed. ♦ Determined – Awaiting Appeal – automatic when an enforcement action is selected in this form for a contravention (could also have been triggered by an F.O. making a determination (Violation Ticket, Order to Vacate, Stop Work Order). ♦ Determined – No Appeal – automatic, 35 days after the date entered in the Determination Service date field. These statuses cannot be changed by users.	N/A	Alpha		

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appeal #	Identifies if this contravention has been appealed, and, if so, the Appeal number associated with it, as documented on the Appeals form. This field is automatically filled in when an appeal of a contravention from a determination is documented in the Appeals form.	N/a	Numeric/2	Populate this field when the Determination # for this determination is entered in the Determination # field of the Appeals form and a matching contravention number is found. Display item only.	APPEAL.APPEAL_NUMBER APPEAL.APPEAL_TYPE_CD APPEAL.APPEAL_STATUS_ST

Enforcement Documentation

When a value is selected in the Enforcement Action field above, fields relating to that specific action display in this form. The following sections describe the fields that should display as a result of the available selections.

Forfeiture Enforcement Decision

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Recoverable Costs	If applicable, the total amount of Ministry costs which can be invoiced to the client as a result of the forfeiture.	N	Numeric/8 ($99,999.99)		ENFRCMNT_ACTION/RECOVERABLE_COSTS
Seizure(s)	Seizure(s) associated with this forfeiture decision.	N	Check boxes	Seizures associated with the case should be available for selection via the check boxes. Multiple seizures may be associated with a single forfeiture. See Seizures, page 34.	Link with SEIZED_GOODS.SEIZURE_NUMBER SEIZED_GOODS.SEIZED_DATE SEIZED_GOODS.SEIZED_GOODS_TYPE_CD SEIZED_GOODS.SEIZURE_LOCATION
General Comments	Description of what is to be forfeited.	Y	Alpha-Numeric /2000	When this field is completed, the Enforcement Action Status is set to Determined.	ENFRCMENT_ACTION.REMEDY_DESCRIPTION

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Forfeiture.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Forfeiture.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete?	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

Remediation Enforcement Decision

When this enforcement decision is taken, there should be automatic notification, through the CIMS activity list feature or an email notice, to the appropriate supervisor that a remediation inspection needs to be scheduled.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Scheduled Completion Date	Date by which the remediation work must be completed, as specified in the Notice of Determination. When this date arrives, the C&E supervisor should be notified.	Y	Date/Mask/ YYYY/MM/DD	Include in critical dates report/feature. Notification to C&E leader. Date entry here sets the enforcement action status to Scheduled.	ENFRCMNT_SCTION/SCHED_COMPLTN_DATE
Critical Completion	Identifies whether or not the date specified in the Scheduled Completion date is a date about which the Ministry cannot be flexible. Choices are: ♦ Yes ♦ No (default) Special inspections may be required to ensure that the Ministry has time to assume responsibility for the work if the client cannot complete it on time.	Y	DD	Include in critical dates report/feature.	ENFRCMNT_ACTION/CRITICL_CMPLTN_IND
Actual Completion Date	The date on which the work required by the Remediation order was completed. You cannot close the case unless this date has been entered.	N	Date/Mask/ YYYY/MM/DD	Include in critical dates report/feature. If case closure is attempted with no date in this field, present the	ENFRCMNT_ACTION/ACTUAL_CMPLTN_DATE

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
				following message: *There is an incomplete remediation order in this case. You must identify the completion date before closing this case.*	
Plan Required	Identifies whether or not the Remediation Order requires the client to submit a plan to the Ministry. Choices are: ♦ Yes ♦ No (default)	Y	DD		ENFRCMNT_ACTION/PLAN_REQUIRED_IND
Plan Approved	Identifies whether or not the plan submitted to the Ministry as required by the Remediation Order has been approved. Choices are: ♦ Yes ♦ No (default)	Depends	DD	This field is required if the Plan Required field is YES	ENFRCMNT_ACTION/PLAN_APPROVED_IND
Submission Date	The date on which the plan required by the Remediation order was submitted.	N	Date/Mask/ YYYY/MM/DD	Include in critical dates report/feature.	ENFRCMNT_ACTION/PLAN_SUBMITTED_DT
Assumed by Ministry	Identifies whether or not the Ministry has assumed responsibility for the required Remediation work so that it can be completed on time. Choices are: ♦ Yes ♦ No (default)	N	DD		ENFRCMNT_ACTION/ASMD_BY_MSTRY_IND
Remediation Inspection ID	CIMS inspection identification number. When a remediation Order is made, an inspection must be completed and documented in CIMS.	N		This data should come over from CIMS automatically when an inspection is made and linked to this ERA case.	CIMS
Date of remediation inspection	Date the remediation inspection was carried out.	Depends	Date	This data should come over from CIMS automatically when an inspection is made and linked to this ERA case. Date entry here sets the enforcement action status to Inspected.	CIMS
General Comments	Description of the remediation activity.	N	Alpha/Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Remediation.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Remediation.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete?	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

Suspension Order Enforcement Decision

Need the capacity to handle multiple, overlapping suspensions. When a suspension is entered here, FTAS should be automatically updated.

Suspension orders, cancellation orders, reduction of AAC and small business deregistration enforcement actions require an exchange of data from ERA to FTAS. The ability to create this functionality will depend on when FTAS is migrated from VM to Oracle. It may be that as an interim solution we will need to send a file to FTAS for overnight updating.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Tenure Number (Forest File ID)	If this is a suspension of a licence, the forest file identification number. This information should be automatically displayed based on information provided in the Case Summary form, if available. If not, a valid forest file identification number must be provided. Validate to FTAS.	Y	Alpha-Numeric/	Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/FOREST_FILE_ID
Cutting Permit	Cutting permit identification number that is being suspended. This information should be automatically displayed based on information provided in the Case Summary form, if available. If not, a valid cutting permit identification number must be provided. Validate to FTAS	N		Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/CUTTING_PERMIT_ID
Timber Mark	Timber mark identification number of the CP that is being suspended. This information should be automatically displayed based on tenure and cutting permit, info comes from FTAS. If not, a valid Timber Mark must be provided.	N		Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/TIMBER_MARK

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Effective Date	Date the suspension of the licence or cutting permit came into effect.	Y	Date/Mask/ YYYY/MM/DD	Date entry here sets the enforcement action status to Suspended.	ENFRCMNT_ACTION/ENFRCMNT_EFCTV_DT
Suspension Period	The number of days during which the licence or cutting permit is to be suspended.		Numeric	Valid #s are 1- 730	ENFRCMNT_ACTION/SUSPENSION_PERIOD
Suspension End Date	System-generated date, based on the date entered in the Effective Date field and the number of days provided in the Suspension Period field.	Y	Date/Mask/ YYYY/MM/DD		N/A
General Comments	Comments about this suspension.	N	Alpha/Numeric/2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined – Suspension.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Suspended.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete?	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

Cancellation Order Enforcement Decision

When a cancellation order is entered here, FTAS should be automatically updated.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Tenure Number (Forest File ID)	If this is a cancellation of a licence, the forest file identification number. This information should be automatically displayed based on information provided in the Case Summary form, if available. If not, a valid forest file identification number must be provided. Validate to FTAS	Y	Alpha-Numeric/	Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/FOREST_FILE_ID
Cutting Permit	Cutting permit identification number that is being cancelled. This information should be automatically displayed based on information provided in the Case Summary form, if available. If not, a valid cutting permit identification number must be provided. Validate to FTAS.	N		Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/CUTTING_PERMIT_ID
Timber Mark	Timber mark identification number of the CP that is being suspended. This information should be automatically displayed based on tenure and cutting permit, info comes from FTAS. If not, a valid Timber Mark must be provided.	N		Automatic from forest file ID and cutting permit number in Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/TIMBER_MARK
Effective Date	Date the cancellation of the licence or cutting permit came into effect. Note the system must be able to accommodate the cancellation being be rescinded or postponed	Y	Date/Mask/ YYYY/MM/DD	Date entry here sets the enforcement action status to Cancelled.	ENFRCMNT_ACTION/ENFRCMNT_EFCTV_DT
General Comments	Description of the cancellation.	N	Alpha-Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Cancellation.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Cancellation.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

Reduction Of AAC Enforcement Decision

When a reduction of AAC decision is entered here, the Apportionment System and FTAS should be automatically updated.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Tenure Number (Forest File ID)	If this is a reduction in AAC of a licence, the forest file identification number. This information should be automatically displayed based on information provided in the Case Summary form, if available. If not, a valid forest file identification number must be provided. Validate to FTAS	Y	Alpha-Numeric/	Automatic from Case Summary, if available. Allow manual input of valid ID.	ENFRCMNT_ACTION/FOREST_FILE_ID
Reduction Amount	The number of cubic metres of the reduction.	Y	Numeric/10	This field may require a link to another system to transfer this information..	ENFRCMENT_ACTION.REDUCTION_AMOUNT
Effective Date	Date the reduction in AAC on the licence came into effect.	Y	Date/Mask/ YYYY/MM/DD	Date entry here sets the enforcement action status to Reduced.	ENFRCMNT_ACTION/ENFRCMNT_EFCTV_DT
General Comments	Description of the reasons for the enforcement action. You may use this field to indicate if a detailed description is attached to the case file.		Alpha-Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Reduction of AAC.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Reduction of AAC.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete?	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

Small Business De-registration Enforcement Decision

When a small business registration order is entered here, the SBFEP section of FTAS should be automatically updated.

Need the capacity to handle multiple, overlapping de-registrations as well as de-registrations overlapping with a suspension.

The documentation of this enforcement action may vary depending on proposed changes to the Small Business area of the Ministry. The exact fields that are required to display here may change.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
SB Registration # (client number)	Registration number of the suspended client. Use the drop-down list to select the correct client number. You must have entered a client name in the Clients section of the Case Details form to be able to select a client number here.	Y	DD	This number is the same as the client number and should therefore be available from the Client section of the Case Details form.	FOREST_CLIENT.CLIENT_NAME
Effective Date	The date on which the SB Deregistration comes into effect.	Y	Date/mask (yyyy/mm/dd)		ENFRCMNT_ACTION/SB_SUSP_PERIOD SB_REGISTRANT.REGSTRNT_DEACTV_DT
SB Dereg period	The number of calendar days during which the Registration's SB Registration is to be suspended.	Y	Numeric/3		ENFRCMNT_ACTION/SB_SUSP_PERIOD
SB Dereg End Date	The date on which the penalty period expires and rights are restored. This date is calculated based on the Effective Date and the Deregistration Period previously entered.	N/A	Date/Mask: (yyyy/mm/dd)	Auto-calculated; cannot be typed into.	ENFRCMNT_ACTION/na SB_REGISTRANT.REGSTRNT_DEACTV_DT
Contract #	Number of the contract involved in this contravention.	N	Alpha-Numeric/		New
General Comments	Description of the de-registration.	N	Alpha-Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Small Business Deregistration.	Y		Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Small Business Deregistration.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST
Activity Complete?	Check here when all activity required by this enforcement action has been completed.	N	Check Box		ENFRCMNT_ACTION.COMPLETION_FLAG

No Action Enforcement Decision

When this enforcement action is selected, no other enforcement decisions available to an SDM may be taken for this contravention.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	Source Table/Col
General Comments	Description of the reasons for taking no action on this contravention.		Alpha-Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action. Possibilities are: ♦ Determined - No Action	Y	DD	Automatically populated when this status is selected. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Penalty.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST

Penalty Details

If the user identifies that a penalty has been applied to a contravention, the following additional fields display in the Determination Summary form. Some guidelines around penalties:

- ❖ One penalty per contravention.
- ❖ Need to be able to adjust a penalty if entered improperly, document the adjustment details and be able to see a history of the changes made.
- ❖ Need to see a rollup of all penalties resulting from determination.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Penalty Type	Legislative authority for the penalty. Choices are: ♦ Section 117 of FPC ♦ Section 119(3) of FPC ♦ Pre-FPC Penalty under Forest Act ♦ Section 117 of FPC (penalty) ♦ Section 118 (4) of FPC (remediation) ♦ Section 118 (5) of FPC (remediation) ♦ Section 119 of FPC (penalty UAH)	Y	DD	Selection of the penalty type controls the amount of the penalty that can be applied. For UAH contraventions, choosing section 117 should display different fields from choosing section 119.	ENFRCMNT_ACTION/PENALTY_TYPE_CD

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Compensatory Penalty Amount	Amount of the penalty being levied to compensate the Crown for losses resulting from the contravention, as specified in the Determination.	Y	Numeric (currency) $9,999,999.99	Compensatory amount plus deterrent amount = total penalty amount. Need to be able to send this to GBS as well as the total.	ENFRCMENT_ACTION.COMPENSATORY_AMT
Deterrent Penalty Amount	Amount of the penalty being levied to deter further contraventions, as specified in the Determination.	Y	Numeric (currency) $9,999,999.99	Compensatory amount plus deterrent amount = total penalty amount. Need to be able to send this to GBS as well as the total.	ENFRCMENT_ACTION.DETERRENT_AMT
Total Penalty Amount	Total amount of the fine being levied for the contravention, as specified in the Determination. This field is automatically calculated and is the total of the Compensatory and Deterrent Penalty Amounts. Note: The penalty amount does not include scaling costs. These are billed separately.	Y	Numeric (currency) $9,999,999.99	Based on the contravention involved, a maximum value may apply. This value must be equal to the sum of Compensatory and Deterrent Penalty Amounts. Data entry in this field sets the Enforcement Action status to penalty set.	ENFRCMNT_ACTION/ENFRCMNT_AMOUNT Lookup from Article table
General Comments	Description of the penalty.	N	Alpha-Numeric/ 2000		ENFRCMENT_ACTION.REMEDY_DESCRIPTION
Enforcement Action Status	Status of this enforcement action, automatically set to: ♦ Determined - Penalty.	Y	DD	Automatically populated based on other selections. System sets the Enforcement Action in the Case Summary form to Determined, and the Enforcement Action Status to Penalty.	ENFRCMNT_ACTION.ENF_ACTION_STS_ST

Invoice Details Segment

If the criteria required to invoice are met, the user should be able to click the Invoice button and display the Invoice form. In the Invoice form, authorized users would be able to pick the penalty that is being invoiced (or all penalties). When an invoice is generated, the following fields display in the Invoice Details segment of the Determination Summary form, for each contravention.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Invoice # (1)	The invoice number associated with the penalty. If the penalty amount has been invoiced, the invoice number displays here. This field is automatically populated when you generate an invoice. Need to be able to associate more than 1 invoice with a penalty in the event that a penalty was entered in error and send to the billing system and then corrected.	Y	Alpha/numeric, 1 alpha+6numeric	Read from GBS when Generate invoice is selected.	ERA 2 - ENFRCMNT_ACTION/INVOICE_NUMBER ERA 3 - New structure FOREST_INVOICE.INVOICE_NUMBER
Invoice #1 Date	Date the invoice was generated. This field is automatically populated when you generate an invoice.	Y	Date/Mask = yyyy/mm/dd	If Invoice # 1 is completed, date is automatically displayed based on today's date.	FOREST_INVOICE.INVOICE_DATE
Invoice #2	Second invoice number associated with this penalty.	N		Need to be able to handle situations where a second invoice on this contravention is generated – in the event of an error on first invoicing, or appeal of an invoice.	New FOREST_INVOICE.INVOICE_NUMBER
Invoice #2 Date	Date the invoice was generated. This field is automatically populated when you generate an invoice.	Depends		This field is required if an invoice # is entered in invoice #2 field.	FOREST_INVOICE.INVOICE_DATE
Comments	Comments about this invoice.	N	Alpha-numeric		New

Action/Navigation Buttons

This form will provide access to the same action and navigation buttons available on the Case Summary form. There will be three additional buttons:

- Preview Invoice
- Browse Clients.
- Add New Contravention

Preview Invoice

This button becomes available in this form when at least one contravention reaches a status of determined – no appeal. Clicking this button displays the Preview Invoice form. See below.

Browse Clients

This button must be available so that the client address can be changed from the original one entered by the investigating officer. While the client name may not be changed, a new address may be selected.

Add New Contravention

As a result of the determination, a new contravention may need to be documented. Clicking this button would result in the display of the same contravention fields used in the Contravention Summary form:

- Act/Regulation
- Section/Sub-section/Paragraph/Sub-paragraph
- Enforcement Action
- Contravention Status.

Preview Invoice Form

When the user clicks the **Preview Invoice** button, an invoice displaying all contraventions at this stage, and associated penalties should display in a separate window. Only when required fields are completed in the Determination form should this button be available. The invoice should clearly display:

- Date and time stamp
- Invoice #
- Client information
- Determination #
- Case information (header)
- Act/Reg information for each contravention
- Penalty, both deterrent and compensatory portions, for each contravention
- Total of penalties issued as a result of the determination (optional).

Generate Invoice

Once the invoice has been previewed and the user is satisfied, they click the **Generate Invoice** button within this form, which sends the invoice to GBS, retrieves an invoice number, and populates this form plus the three fields in the invoice segment area of the Determination Summary form, for each invoiced penalty.

Print Invoice

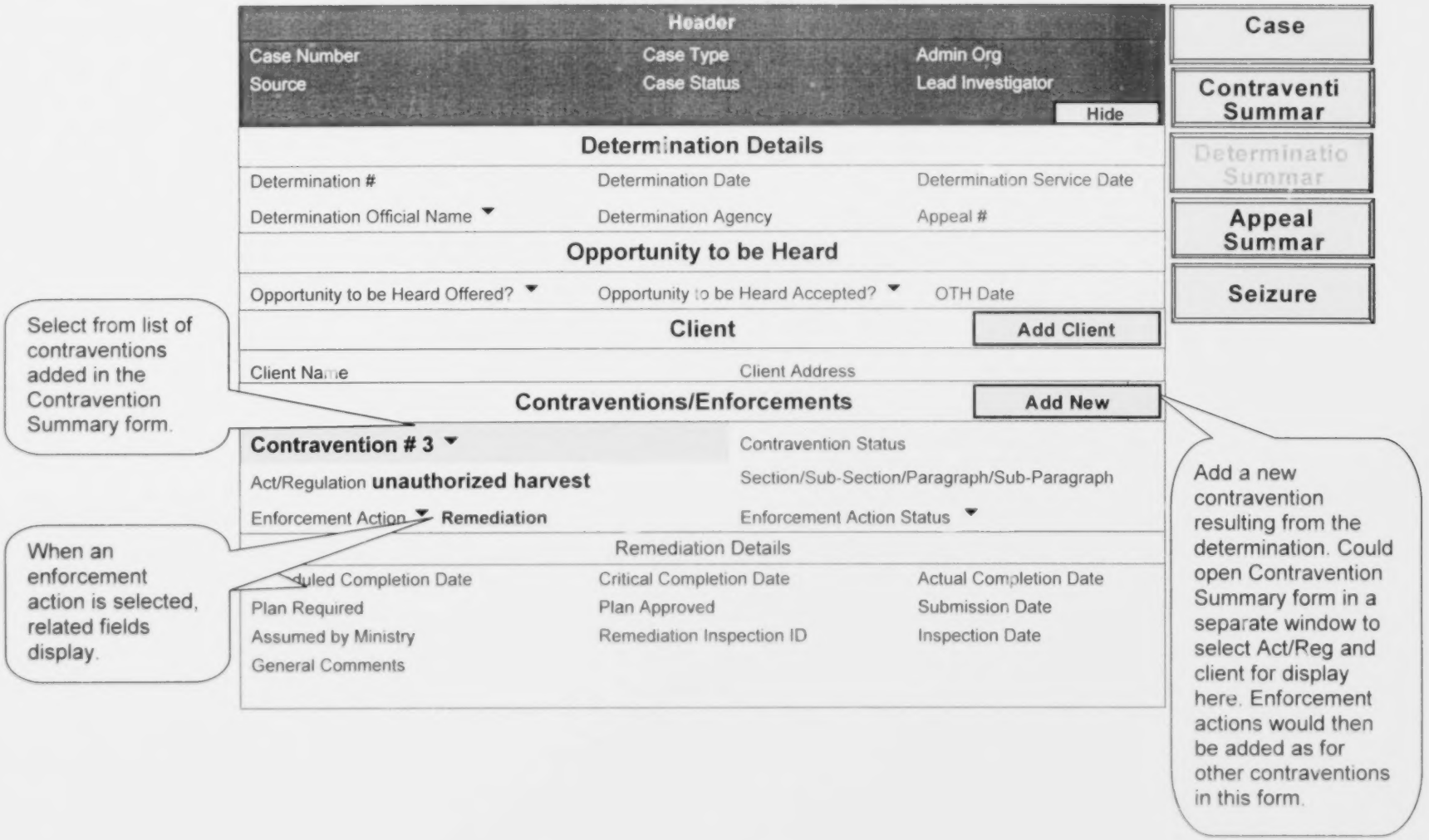
When the user previews the invoice, they click this button and the print dialog box displays, leading lead them through the process of printing. Only invoices sent to GBS should be allowed to be printed.

WHAT THIS FORM MIGHT LOOK LIKE

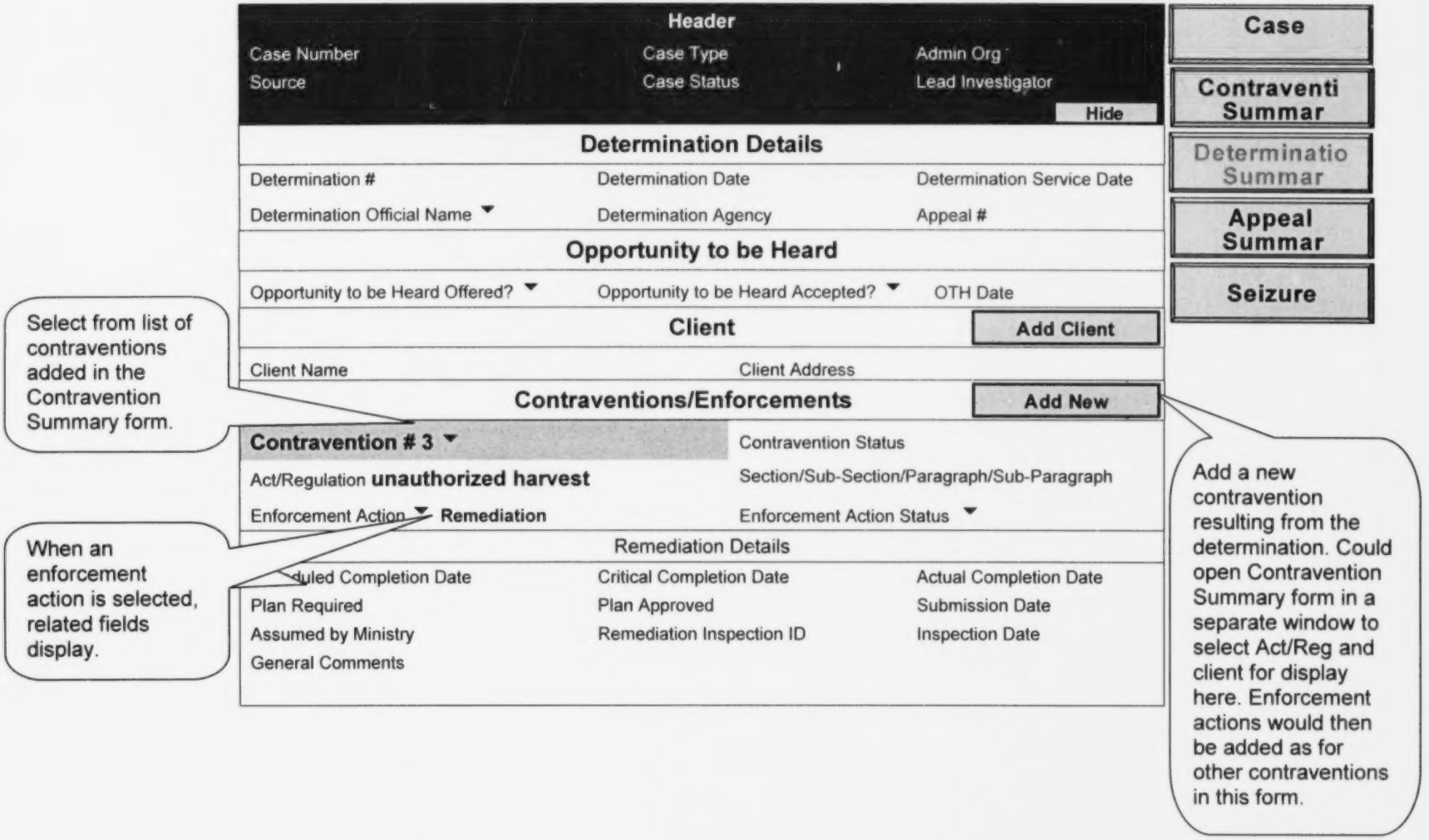
On the following page is a rough depiction of the possible layout of the form, including action and navigation buttons.

The sample Determination Summary form provided below is intended to help users visualize how these web forms might look so that they can better understand the display possibilities and the flow of information from one part of a form to another, and between forms. Developers should view these samples as a guide only and not a restriction on their design. Please note that the fields presented in this sample form are a selection only; refer to the details on field content and type provided in the documentation for the Determination Summary form.

DETERMINATION SUMMARY FORM



DETERMINATION SUMMARY FORM



DETERMINATION SUMMARY FORM (Continued)

Contravention # 3 ▼	Contravention Status
Act/Regulation **unauthorized harvest**	Section/Sub-Section/Paragraph/Sub-Paragraph
Enforcement Action ▼ **Penalty**	Enforcement Action Status ▼

Penalty Details

Penalty Type	Compensatory Amount	Deterrent Amount
Total Amount		
Comments		

Invoice Details

Invoice Number	Invoice Date
Comments	

Preview Invoice | Save | Save & Close | Reset

Invoice Details display when **Generate Invoice** is selected in the Invoice form.

INVOICE

- Invoice #
- ERA Case # etc. (Header)
- Date & Time
- Client Name and Address
- Each contravention, associated enforcement action and penalty details
- Total penalty

Generate Invoice | Print Invoice

APPEALS SUMMARY FORM

The business procedures upon which the use of this form must be designed are currently under review and will not be finalized until late summer of 2002. It is hoped that some functionality can be dropped or significantly reduced but at present all functionality as listed is part of the RFP. It is expected that MoF staff will be required to enter at least some appeal information, and read LTrack for the rest.

A client may appeal the results of a case or a determination to a variety of agencies. The Appeal form will be used to document and display details of the various reviews and appeals. Decisions from the appeals, where available, will be attached to the case from this form, using either the Image and Attachments facility or a hot link to the decision on the Forest Appeals Commission or the Courts web pages..

For each appeal, the user would complete the Type of Appeal and Heard by Authority fields; the fields relating to the selected type of appeal would then display. All appeals would display on the form, and be numbered so that they can be referenced in the Determination form.

Information about appeals to the Forest Appeals Commission and beyond will be drawn from LTrack; a quick Link to LTrack should also be available. See Appendix A for details on the appeal process.

The guiding principle in the design of this form is to make it easy to tell exactly what happened at each separate appeal, either through the use of separate pages for each appeal, or clear design on a long scrolling page.

Header Details

At the top of all forms other than the Case Summary form is a header drawn from the various segments of the Case Summary form. The user must be able to minimize or expand this header as desired. See the discussion of the Show/Hide button, page 52. The fields which comprise this header are:

- Case Number
- Admin Org
- Case Type
- Case Status
- Source
- Lead Investigator.

Appeal Type Segment

The user needs to first define the type of appeal being made. Since multiple appeals may be presented on this form, these two fields must be available each time a new appeal is documented.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Type of Appeal	Type of Appeal requested. Choices are: ♦ Administrative Review. This is a request from a licensee to review certain administrative regulations, such as rules regarding stumpage, primarily under the Forest Act. It is the only choice available for Administrative Cases. ♦ Regional Review: This is a review conducted by regional management of a determination made by the Statutory Decision maker at the district level. You may only select this if the Determination form has been completed. ♦ Forest Appeals Commission (FAC). ♦ Appeal Outside the Ministry. This is an appeal to an agency outside of the Ministry or the FAC, as defined in the Heard by Authority field.	Y	DD	Different fields display for different choices. See below. Contraventions available for selection would also be limited by type. .	APPEAL.APPEAL_TYPE_CD
Heard by Authority	The authority which will conduct or has conducted the Appeal. ♦ District Manager ♦ Regional Manager or Delegate ♦ Review Official ♦ Chief Forester or Delegate ♦ Minister ♦ Forest Appeals Commission ♦ BC Court of Appeal ♦ BC Provincial Court ♦ BC Supreme Court ♦ Federal Court of Appeal ♦ Federal Court – Trial Division ♦ Environmental Appeal Board ♦ Supreme Court of Canada ♦ Other Authority	Y	DD		APPEAL/HEARD_BY_AUTH_CD Links to Heard by Org Unit (changes reflected here should apply to this table).

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Other Authority	Name of the other authority, as indicated in the Heard By Authority field.	Depends		This field is mandatory if Other Authority selected for Heard by Authority	New

Administrative Review

When Admin Case is selected in the Case Type field of the Case Details form, the Appeals Summary form becomes the only other form available to the user. When you first open the Appeals Summary form, it would automatically have Administrative Review displayed as type of appeal for appeal #1, as outlined below. The user would be able to add another type of appeal if this review resulted in an appeal.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Type of Appeal See above Type of Appeal	This field would automatically display as **Admin Review**.	Y	text	Automatically populated based on user selection of **Admin** in the Case Type field in the Case Summary form.	APPEAL.APPEAL_TYPE_CD
Heard By Authority	Select the authority who heard this appeal. Choices are: ♦ Regional Manager or delegate or ♦ Chief Forester or delegate.	Y	DD	Selections based on contravention selected.	APPEAL.HEARD_BY_AUTH_CD
Name of Reviewer	Name of the person responsible for the review.	Y	Alpha		APPEAL.REV_OFFICIAL_ID Expanded Name

Admin Review Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appeal # See above Appeal #	This field would automatically display as **1** if this was the first appeal identified against the case.	Y		Automatically populated based on user selection of **Admin** in the Case Type field in the Case Summary form.	APPEAL.APPEAL_NUMBER APPEAL.APPEAL_TYPE_CD APPEAL.APPEAL_STATUS_ST
Date of Request for Review	Date of the letter in which the appellant requests a review by the regional manager.	Y	Date/mask/ yyyy/mm/dd	This date sets a counter of 60 days by which time the regional manager or Chief Forestermust respond to the request.	APPEAL.APPEAL_REQUEST_DATE
Entered by	Name of the person who entered the details of this request for review. This field is automatically completed based on identification.	Y	Text	Automatic populated, based on user ID.	APPEAL. ENTRY_USERID

Admin Review Appellant Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appellant Name	Name of the client listed on the admin review. This field should be automatically completed based on the client name entered in the Case Summary form.	Y	DD – other option available	Appellants selected from client names on the Case Summary form.	FOREST_CLIENT.CLIENT_NAME or FOREST_CLIENT.CLIENT_NAME||", "|| FOREST_CLIENT.LEGAL_FIRST_NAME based on FOREST_CLIENT.CLIENT_TYPE_CD linked via APPEAL.CLIENT_NUMBER
Appellant Address	Address of the appellant. Auto filled from Case Summary.	Y	DD		CLIENT_LOCATION.ADDRESS_1 CLIENT_LOCATION.ADDRESS_2

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
					CLIENT_LOCATION.ADDRESS_3 CLIENT_LOCATION.CITY CLIENT_LOCATION.PROVINCE linked via APPEAL.CLIENT_NUMBER & APPEAL..CLIENT_LOCN_CODE
Appellant Lawyer Name	Name of the lawyer acting on behalf of the appellant.	N			New
Lawyer address	Address of the lawyer acting on behalf of the appellant.	N			New

Admin Review Hearing Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Latest Required Date for Hearing	Counter of days from the date entered in Date of Request for Review field. This field is automatically completed and cannot be changed.	Y	Date/mask YYYY/MM/DD	Counts X days from the date the appeal request was made; completion date should be before X days; warning provided to regional manager or Chief Forester as date approaches. The value of X days to complete an administrative review is be stored in ERA_APL_PERIODS	Transient ERA_APL_PERIODS
Hearing Start Date	Date on which the appeal hearing started	Y	Date/mask YYYY/MM/DD		APPEAL.HEARING_START_DATE
Hearing Completion Date	Date on which the Appeal hearing was completed.	N	Date/mask YYYY/MM/DD		APPEAL.HEARING_END_DATE

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Hearing Time	Scheduled time of the Appeal hearing.	N	Hrs:min		APPEAL/HEARING_TIME
Hearing Location	Scheduled location of the Appeal hearing, for example: Forests Regional Office, Nelson.	N	Alpha-Numeric/		APPEAL/HEARING_LOCATION

Admin Review Outcome Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/Decision Reviewed #1	Act under which an administrative decision was made that is now being reviewed.	Y	DD	DD list populated from same field in Case Summary form.	
Outcome	Decision made on the request for review of this Act/Decision: ♦ Confirmed ♦ Varied ♦ Rescinded ♦ Referred back to originator, with directions ♦ Referred back to originator, without directions ♦ New decision	Y	DD	When an outcome is entered here, the status of the Admin Review changes to Completed – Awaiting Appeal.	
Act/Decision Appealed #2	Act under which an administrative decision was made that is now being appealed.	Y	DD	DD list populated from same field in Case Summary form.	
Outcome	Decision made on the request for review of this Act/Decision: ♦ Confirmed ♦ Varied ♦ Rescinded ♦ Referred back to originator, with directions ♦ Referred back to originator, without directions ♦ New decision	Y	DD	When an outcome is entered here, the status of the Admin Review changes to Completed – Awaiting Appeal.	
Admin Review Notice of Decision Date	Date the Admin Review Notice of Decision Letter was generated through the system. This field is automatically completed when the user generates this letter from within ERA.	N/A	Date	The Notice of Decision letter is generated within ERA and stored on the database	

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Date Appellant formally served	Date the appellant was formally provided with the decision in writing.			35 days after this date, if no appeal to the FAC has been received, the status of these act/decision appeals changes to Completed - No Appeal.	APPEAL.OUTCOME_NOTICE_DATE
Admin Review Status	Status of the administrative review. This field is automatically completed by the system. ♦ Under Review (default) ♦ Completed -- Awaiting Appeal ♦ Completed – No Appeal.	N/A	Alpha		
General Comments	Comments about the Admin Review.	N	Alpha-numeric		New structure for data currently held in APPEAL_REMARK and APEL_REMARK_TXT

Regional Review

The following fields display when Regional Review is chosen in the Type of Appeal field.

Regional Review Period Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appeal #	System-generated number for this appeal (1 for the first appeal of a determination; 2 for the second, etc.) When you identify that this appeal is in response to a particular determination, this number displays against that determination.	N/a	Numeric/2		APPEAL.APPEAL_NUMBER
Review Request Received Date	Date the Ministry was formally notified of the Request for Review.	N/A	Date/mask	This field should generate notification to the investigator.	APPEAL/APPEAL_REQUEST_DATE
Review Request Re-Submitted Date	Date on which the appellant submitted their request for a second time.	No		This field only becomes available if a date is entered in the Date Notified Request is Incomplete field.	New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Review Period Start Date	Date on which the Appellant's right to request a Review begins. The system provides a default date based on the Determination Service date entered in the Determination Summary form.	N/a			APPEAL/APPEAL_PERIOD_START_DATE
Review Period	Number of days during which the Appellant is entitled to request their next available level of Appeal.	Y	Numeric/3	Automatically calculates review period based on data from: ERA_APL_PERIODS. RGHT_TO_REV_PER.	APPEAL/APPEAL_PERIOD
Review Period End Date	Date on which the Appellant's right to request a Review ends. This date is calculated based on the data entered in Review period Start Date and the Review Period. If the request for Review is received after the Review Period End Date, the Review Official may: ♦ Reject the request (change Review Status to Rejected), or ♦ Extend the Review Period (manually change this Review Period End Date).	Y		Automatically calculated.	N/A
Entered by	Name of the person who entered the Review information. This field is automatically completed based on user identification.	Y	Alpha	Complete based on user ID.	APPEAL.ENTRY_USERID

Regional Review Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Determination #	Number identifying the determination which is being reviewed. Select from the list.	Y	DD The pick list is built based on the Determination # field of the Determination form.	When a determination # is selected, the status of all contraventions associated with that determination should initially change to Under Appeal – Regional Review.	APPEAL.DETERMINATION_NUM
First Contravention Reviewed	Select the first contravention being reviewed.	Y	DD	Drop down list selections are limited based on contraventions identified in the selected Determination.	

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Enforcement Action Reviewed	Select the enforcement action(s) for the first contravention under Review.	Y	Check Boxes	Selection is created from the Determination Summary form contravention details.	
Grounds for Review	Description of the grounds on which the Appellant is requesting the Review.	Y	Alpha-numeric/250		APPEAL/GROUNDS_FOR_APPEAL

Regional Review Appellant Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Appellant Name	Name of the client listed on the appeal. Choices are: ♦ Client from the determination ♦ Forest Practices Board.	Y	DD	Client name from determination may be chosen or Forest Practices Board (client # 00076045.)	FOREST_CLIENT.CLIENT_NAME OR FOREST_CLIENT.CLIENT_NAME||", "|| FOREST_CLIENT.LEGAL_FIRST_NAME based on FOREST_CLIENT.CLIENT_TYPE_CD linked via APPEAL.CLIENT_NUMBER
Appellant Address	Address of the appellant. Automatic completion.	Y			CLIENT_LOCATION.ADDRESS_1 CLIENT_LOCATION.ADDRESS_2 CLIENT_LOCATION.ADDRESS_3 CLIENT_LOCATION.CITY CLIENT_LOCATION.PROVINCE linked via APPEAL.CLIENT_NUMBER & APPEAL..CLIENT_LOCN_CODE

Regional Review Panel Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Panel Identification Date (Latest)	Latest date by which the panel should be identified. Automatic display of a date X days from the Appeal Request Received Date. Based on the received date and the ERA Review Pane ID period table.	Y	Date	Generated display item. If Regional Review value is APPEAL.APPEAL_REQUEST_RECEIVED_DATE plus ERA_APL_PERIODS.REVIEW_PANEL_IDENTIFICATION_PERIOD	N/A
Panel Identification Notice Date (Latest)	Latest date by which the panel needs to be notified of the Appeal.	Y	Date	Generated display item. As per Panel Identification Date (Latest)	N/A
Panel Chair	Name of the chairperson of the panel.	Y			
Panel Member 1		N			
Panel Member 2		N			
Panel Member 3		N			
Panel Member 4		N			
Panel Identification Notice Date (Actual)	Actual date on which the panel was notified of the Appeal, using the letters function of ERA. Automatically generated by the system when the letter is generated.	N	Date		APPEAL.PANEL_IDENTIFICATION_DATE
Date Appellant Notified of incomplete request	Date the appellant is notified by the panel chair that this request for review is incomplete or that the appellant failed to disclose facts and law. This field is automatically completed when a letter is generated using the Letters feature indicating that the Request for Review is incomplete.	N/A	Date/mask	Stops the timer on the amount of time the panel has to make their decision (Outcome Notice Date – Latest).	

Regional Review Hearing Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Scheduled Hearing Date	Scheduled date of the hearing.	N	Date		
Hearing Completion Date	Date on which the Appeal hearing was completed.	N	Date		
Hearing Time	Scheduled time of the Appeal hearing.	N	Hrs:min 24-hour clock		APPEAL/HEARING_TIME
Hearing Location	Scheduled location of the Appeal hearing, for example: Forests Regional Office, Nelson.	N	Alpha		APPEAL/HEARING_LOCATION

Regional Review Participant Details Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Hearing Participant #1	Name of the participant. Ability to add multiple participants is required.	N		After the hearing date has passed, cannot change participant members.	
Hearing Participant Type	Description of the participant's role in the hearing: ♦ Appellant Official ♦ Appeal Coordinator ♦ Counsel for Appellant ♦ Counsel for Ministry ♦ Panel Chair ♦ Primary Ministry Contact ♦ Panel Member ♦ Review Official ♦ Ad Hoc Lawyer ♦ Witness	N	Alpha/		
Participant #1 Phone Number	Phone number of the participant.	N	Numeric/mask (NNN)NNN-NNNN EXT XXXX		

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Participant #1 Firm	The participant's company or workplace.	N	Alpha		
Participant #1 Address	Address of the participant.	N	Alpha	Multiple fields for address lines.	

Regional Review Outcome Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Outcome Notice Date (Latest)	Latest day by which the notice of the outcome of this regional review must be presented to the Appellant.	N/A	Date	Auto fill but may be overridden.	
Outcome Notice Date (Actual)	Date on which the Appellant was informed of the results of the regional review. Automatically displayed based on date the letter was generated in ERA.	N/A	Date	Auto fill from Letters module	
Regional Review Outcome	Outcome of the results of the regional review. Choices are: • Confirmed • New Determination made by Panel – when this selection is made, a new determination is added to the Determination Summary form, and the user is required to complete it. • Referred with Directions • Referred without Directions • Rescinded • Varied	Y	DD	Open Determination Summary form for completion if New Determination selected.	APPEAL/APPEAL_OUTCOME_CD
General Comments	Comments about this Review.	N			Convert data from APPEAL_REMARK and APEL_REMARK_TXT

Regional Review Status Segment

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Regional Review Status	When the Review is initially opened, the status is automatically set to Under Review. ♦ Under Review ♦ Review Complete – Awaiting Further Appeal ♦ Review Complete – No Further Appeal ♦ Rejected – when you select this status, you will be required to enter a Rejection Reason ♦ Request Withdrawn – when you select this status, you will be required to enter a Withdrawn Date and Reason. Appeal statuses appear against each contravention involved in the appeal.	Y	DD	If Rejected is selected, user should be prompted to enter a reason. If Withdrawn is selected, user should be prompted to enter a date and reason. If Request Withdrawn selected, reminder should appear when the form is saved: *You have noted that an Appeal has been withdrawn. Please ensure billing takes place as required.* If status change occurs, investigator should be notified.	APPEAL/APPEAL_STATUS_ST
Rejection Reason	Reason why the Review Official rejected the Appellant's request for an Review: ♦ Eligibility Period Expired ♦ Unauthorized Applicant/Appellant ♦ Other – if you choose other, please complete the Other Rejection Reason field.	Depends	DD	This field is required if Rejected is selected in the Appeal Status field. If Other is selected, display the Other Rejection Reason field. Appropriate Letter is required when eligibility period or unauthorized applicant are selected. Cannot save this segment until the letter is completed.	APPEAL/REJECTION_REASON_ST
Other Rejection Reason	Reason for rejecting the Appellant's request. If you select Other in the Rejection Reason field, you must complete this field.	Depends	Alphanumeric	This field is required if Other is selected in the Rejection Reason field.	New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Withdrawal Reason	Description of why the Review was withdrawn.	Depends	Alpha-Numeric/	This field is required if Request Withdrawn is selected in the Appeal Status field.	New
Withdrawn Date	Date the Appellant withdrew the request for the Review. A copy of the request for withdrawal must be attached.	N	Date/mask		APPEAL/WITHDRAWN_DATE

Other Appeals

The first two types of appeal documented above are wholly under the control of MoF staff. The status of appeals beyond the region – to the Forest Appeals Commission, and the courts, are documented in LTrack. When an ERA case is saved in the LTrack system, three things will occur:

- A new appeal form will automatically be added in the Appeals Summary area of the system
- Six fields from LTrack will display in this new Appeal form
- When the appeal is completed the person identified as having entered the determination on this case will be notified by E-mail that a response to an appeal has been recorded in ERA. It will then be this person's responsibility to read the appeal outcome decision of the appeal body and document results in the Appeals Summary form in ERA.

Appeal Type Segment

When an ERA case ID is entered and saved with appeal details in LTrack, the Appeal Type segment will be automatically completed, based information provided by LTrack, as defined below.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Type of Appeal	This field would automatically display based on the type of proceeding defined in LTrack. Options which may display are: • Forest Appeals Commission • BC Court of Appeal • BC Provincial Court • BC Supreme Court • Federal Court of Appeal • Federal Court – Trial Division • Environmental Appeal Board • Supreme Court of Canada	Y	text	Automatically populated based on choices available in the LTrack system.	LTrack – Proceeding Type field.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	♦ Other Authority				
Heard By Authority	This field would automatically display based on the Level of Court defined in LTrack.	Y	text	Automatically populated based on choices available in the LTrack system.	LTrack – Level of Court field.

Appeal Details Segment

The Appeal Details segment will also be automatically completed, based information provided by LTrack, as defined below.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
LTrack File ID	This field would automatically display based file identification information defined in LTrack.	Y	text	Automatically populated based on data available in the LTrack system.	LTrack – LTrack File ID field
Name of Proceeding	Name of the case which was heard by this authority – typically client 1 vs client 2.	Y	text	Automatically populated based on data available in the LTrack system.	LTrack – Style of Cause field
LTrack Status	Status of the proceeding, as identified in the LTrack system. Options which display are: ♦ Inactive ♦ Active – when this status is set in LTrack, and an ERA case is involved, information will display in the Appeals Summary area of the case in question. ♦ Closed ♦ Appealed	Y	Text	Automatically populated based on data available in the LTrack system.	LTrack – Status field
Appeal Outcome	Outcome of the proceeding, as identified in the LTrack system. Options which display are: ♦ Confirmed – this outcome indicates that Appeal agency agreed fully with the determination made by the MoF.Billing may now proceed , if required in the Determination. No further documentation in this form is required. ♦ Varied – this outcome indicates that the Appeal agency changed one or more of the decisions made in the determination. The user must now go to the Appeal decision itself, determine what was changed, and document below.	Y		Automatically populated based on data available in the LTrack system.	LTrack – Outcome field

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	• Rescinded – this outcome indicates that the Appeal agency disagreed completely with the determination made by MoF. Contravention statuses must be changed accordingly below. The user must now go to the Appeal decision itself, determine what was changed, and document below. • Referred back – this outcome indicates that the Appeal was referred back to the person who made the original determination, with or without directions. Once the SDM makes a new determination, those details will be entered in the Determination Summary form.				
Directions given	Indicate whether or not directions were provided when the determination was referred back by the appeal agency. Choices are: • Yes • No	Depends	Check boxes	This field is required if Referred Back was selected in the Appeal Outcome field.	New

Appeal Changed-Outcome Details

When the user selects the number of the Determination that was appealed, all client and contravention information from that form displays here. Users may modify the following:

- Enforcement Action Status
- General Comments – they may add to these but not change what's there
- Penalty Details.

Invoices may also be generated from within this form. Note the original data must not be overwritten. This is new data that is a result of the appeal outcome.

Action/Navigation Buttons

This form will provide access to the same action and navigation buttons available on the Case Summary form. There will be two additional buttons:

Add Appeal

This button would be used to begin a new appeal. The two initial fields would display, then once selections where made, relevant corresponding fields display.

Go to LTrack

This button would provide a link to the Ltrack system to view appeals associated with this case. This button would only display for those appeals which have been opened by the automatic link to LTrack.

WHAT THIS FORM MIGHT LOOK LIKE

On the following page is a rough depiction of the possible layout of the form, including action and navigation buttons. The goal of this form is to display a clear history of the progress of a case through sometimes numerous appeals. The depiction below shows a form which expands to display all appeals as they are added; if separate appeals pages is possible, this might be done instead.

The sample Appeals Summary form provided below is intended to help users visualize how these web forms might look so that they can better understand the display possibilities and the flow of information from one part of a form to another, and between forms. Developers should view these samples as a guide only and not a restriction on their design. Please note that the fields presented in this sample form are a selection only; refer to the details on field content and type provided in the documentation for the Appeals Summary form.

APPEALS SUMMARY FORM

Header		
Case Number	Case Type	Admin Org
Source	Case Status	Lead Investigator
		Hide
	Add Appeal	
Appeal #1		
Type of Appeal: **Admin Review**		Hearing Authority: **Regional Manager**
Name of Reviewer	Admin Review Request Date	Entered By
Appellants		
Appellant Name	Appellant Address	
Appellant Lawyer Name	Appellant Lawyer Address	
Hearing Details		
Latest Required Date for Hearing	Hearing Completion Date	Hearing Time
Hearing Location		
Outcome Details		
Act/Decision Reviewed #1	Admin Review Outcome	
Act/Decision Reviewed #2	Admin Review Outcome	
Act/Decision Reviewed #3	Admin Review Outcome	
Act/Decision Reviewed #4	Admin Review Outcome	
Act/Decision Reviewed #5	Admin Review Outcome	
Status		
Admin Review Notice of Decision Date	Date Appellant Formally Served	Admin Review Status
Comments		

Case Summary
Contravention Summary
Determinations Summary
Appeals Summary
Seizures
Go To LTrack

APPEALS SUMMARY FORM

Header		
Case Number	Case Type	Admin Org
Source	Case Status	Lead Investigator
		Hide
	Add Appeal	
Appeal #1		
Type of Appeal: **Admin Review**		Hearing Authority: **Regional Manager**
Name of Reviewer	Admin Review Request Date	Entered By
Appellants		
Appellant Name	Appellant Address	
Appellant Lawyer Name	Appellant Lawyer Address	
Hearing Details		
Latest Required Date for Hearing	Hearing Completion Date	Hearing Time
Hearing Location		
Outcome Details		
Act/Decision Reviewed #1	Admin Review Outcome	
Act/Decision Reviewed #2	Admin Review Outcome	
Act/Decision Reviewed #3	Admin Review Outcome	
Act/Decision Reviewed #4	Admin Review Outcome	
Act/Decision Reviewed #5	Admin Review Outcome	
Status		
Admin Review Notice of Decision Date	Date Appellant Formally Served	Admin Review Status
Comments		

Case Summary
Contravention Summary
Determinations Summary
Appeals Summary
Seizures
Go To LTrack

APPEALS SUMMARY FORM (continued)

Appeal #2

Type of Appeal: **Appeal** Hearing Authority: **Forest Appeals Commission**

LTrack File ID Name of Proceeding LTrack Status

Appeal Outcome

Determination Modifications

Determination # ▼

All contravention detail from the selected Determination Summary form displays here. Appeals staff may change:

- Enforcement Action Status
- Comments
- Penalty Details

[Preview Invoice] [Save] [Save & Close] [Reset]

INVOICE

- Invoice #
- ERA Case # etc. (Header)
- Date & Time
- Client Name and Address
- Each contravention, associated enforcement action and penalty details
- Total penalty

[Generate Invoice] [Print Invoice]

Investigation Module

OVERVIEW

The Investigation module would be a stand-alone element of the system, available from the Welcome to ERA page. Authorized users could jump directly from a case into this module. The lead investigator would be able to control access to his investigation by selecting the names of those people to whom he wishes to give access.

It is envisaged that this module will be broken into separate forms consisting of logical information groups.

- **Investigation Summary Form**: This form would provide an area for general details about the case, who's leading it, status, other agency information. Some of these details may be drawn from the related case summary information.
- **Activity Details Form**: This form would provide a place for investigators to document the chronology of activities performed on a case.
- **Person Details Form**: In this form, investigators would document personal details about all individuals associated with the case and provide transcripts of their testimony, where appropriate. Eventually, selections of this information could be sent to the Intelligence module.
- **Vehicle Details Form**: This form would be similar to the Person Details form.

Each of these forms should be designed in such a way that a useful and clear printout could be achieved for a number of purposes, including attachment to a determination package. Some of these forms will be available in Phase 1 and others in Phase 2, see belov

Header details

At the top of all forms other than the Investigation Summary form is a header drawn from the various segments of both the Case Summary and Investigation Summary forms. The user must be able to minimize or expand this header as desired. The fields which form this header are:

- Case Number
- Admin Org
- Case Status.

NAVIGATION BUTTONS

The following navigation buttons would be available in all forms:

- Investigation Summary
- Activity Details
- Persons

Investigation Module

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- Case Number
- Admin Org
- Case Status.

NAVIGATION BUTTONS

The following navigation buttons would be available in all forms:

- Investigation Summary
- Activity Details
- Persons

- Vehicles.

ACTION BUTTONS

The following action buttons would be available from the Investigation Summary form (for details, see Case Summary, page 16):

- Save
- Print/E-Mail
- Images
- Attachments
- Letters and Forms – including the Determination Package template.
- Notes.

INVESTIGATION SUMMARY FORM

Like the Case Summary form, this would be the first form that displays in the Investigation module. The goal of this page is to give an outline of what's happening in the case. The following fields would be displayed:

Investigation Details Segment

Some of the following information would come over from the Case Module when the investigator clicks **Go to Investigation** for the first time. Clicking this button would open a new investigation, populate these fields, and the header fields, and provide other fields in other segments for completion.

Ideally, the investigator should also be able to fill in the Case Summary segment here and populate empty fields in the Case Details segment of the Case Summary Form.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Investigation Start Date	Date on which the investigation began.	Y	Date	Must be less than End date and earlier than today's date	INVESTIGATION.INVESTIGATION_START_DATE
Lead Investigator	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Lead Agency	From Case Summary form.	N/a		Automatically displays	See Case Module.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
				from Case Module.	
Source	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Reported by Phone Number	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Discovery Date	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Case Description	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Reported by name	Name of the person who reported this incident.	N			ERA_CASE.REPORTED_BY_LSTNAM ERA_CASE.REPORTED_BY_FRSTNAM
Reported by phone number	Phone number of the person who reported this incident.	N			ERA_CASE.REPORTED_BY_PHN_NO
Prosecution Agency	Agency to which the case was sent for a decision to prosecute. Choices are: ♦ Crown Counsel ♦ Attorney General	Depends	DD	Required when Date sent for Prosecution is completed. Not required for **Admin** case.	
Joint Investigation	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Joint File #	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Lead Agency	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Contact Name	Name of the contact at the lead agency on this case.	N	Alpha-Numeric/		New
Contact Phone	Phone number of the contact at the lead agency on this case.	N	Numeric Mask (123)456-7890		New
Joint Agency	From Case Summary form.	N/a		Automatically displays from Case Module.	See Case Module.
Other Joint Agency	Name of the other agency, including other police force, involved in this investigation.	Depends	Alpha-Numeric/	This field is mandatory if **Other Agency** is selected in the Joint Agency field.	new

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Contact Name	Name of the contact at the other agency on this case.	N	Alpha-Numeric/		INVESTIGATION.CONTACT_NAME
Contact Phone	Phone number of the contact at the other agency on this case.	N	Numeric Mask (123)456-7890		INVESTIGATION.CONTACT_PHONE
Other Agency Case #	Case number of the investigation used at the other agency.	No	Alpha-Numeric/		New
Referred to Crown Counsel	Indicates whether or not one or more contraventions in this case were referred to Crown Counsel. Choices are: ♦ Yes ♦ No - default			This field would be automatically flagged as Yes, when a contravention was identified as referred to Crown Counsel.	
Counsel Contact Name	Name of the contact at Crown Counsel to whom this case was referred.	Depends	Alpha-Numeric/	This field becomes mandatory if Referred to Crown Counsel is flagged as **Yes**.	INVESTIGATION.CROWN_COUNSEL_CONTACT_NAME
Counsel Contact Phone	Phone number of the contact at Crown Counsel to whom this case was referred.	N-	Numeric Mask (123)456-7890		INVESTIGATION.CROWN_COUNSEL_CONTACT_PHONE
Search Warrant Obtained?	Specify whether or not a search warrant was obtained in this investigation. Choices are: ♦ Yes ♦ No - default	Y	DD		INVESTIGATION.SEARCH_WARRANT_IND

Incident Segment

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Location Description	Description of the location of an incident which occurred on the tenured site defined in the identification fields above, for example: ♦ Southwest corner of lot, between post and beam. If the location is not a tenured site, then use the Other Location field to specify where the incident took place.	No	Text/2000	Automatically displays from Case Module.	See Case Module.
Incident Description	Brief description of the nature of the incident, for example, if in the case description you specified "Fail to Mark", here you might identify exactly what was not marked correctly.	N	Text/2000		ERA_CASE.INCIDENT DESCR

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Longitude	Use degrees, minutes and seconds to define the location.	No	Numeric/Mask ###/###/###		New
Latitude	Use degrees, minutes and seconds to define the location.	No	Numeric/Mask ###/###/###		New
Time of Incident	Specify the time the alleged incident took place.	N	Time/from-to		New
Incident Start Date	Known or estimated start date for the incident.	Depends	Date/mask/YYYY-MM-DD		
Incident end Date	Known or estimated end date for the incident.	Depends	Date/mask/YYYY-MM-DD		

Clients Segment

Since not all clients identified as part of the case would form part of the investigation, the investigator would select from among the clients identified in the Case Summary form.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Client Name	Select from the list of clients available.	Y	DD	Selections available depend on the number of clients selected in the Case summary form.	See Case Module.
Client Address	Address of the selected client.	N/A	Text	Automatically displays from Case Module.	See Case Module.

Contravention Details Segment

Since not all contraventions identified as part of the case would have to form part of the investigation, the investigator would select from among the contraventions entered into the Case Summary form

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Contravention Number	Identification number of the contravention, as entered in the Case Summary form for this case. .		DD	At least one contravention must be included to close the investigation.	See Case Module.
Estimated Incident Date	Automatically populated.			Taken from Contravention Summary form of Case module.	See Case Module.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/Regulation	Act/Regulation which has been contravened, as entered in the Case Summary form for this case. Automatically populated if a contravention number is selected in the Contravention Number field. User may also select by Act/Reg.			Taken from Contravention Summary form of Case module.	See Case Module.
Section/Sub-Section/Paragraph/Sub-paragraph	Automatically populated.			Taken from Contravention Summary form of Case module.	See Case Module.
Client Name	Automatically populated.			Taken from Contravention Summary form of Case module.	See Case Module.
Address	Automatically populated.			Taken from Contravention Summary form of Case module.	See Case Module.
Enforcement Action	Automatically populated.			Taken from Contravention Summary form of Case module.	See Case Module.
Contravention Status	Automatically populated.			Taken from Contravention Summary or Determination Summary form of Case module.	See Case Module.
Determination #	Automatically populated.			Taken from Determination Summary form of Case module.	See Case Module.
Appeal #	Automatically populated.			Taken from Appeals Summary form of Case module.	See Case Module.

Outcome Segment

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Date sent for Opportunity to be Heard	Date the investigator provided a determination package to the Statutory Decision Maker.	N	date	Setting this date sets an appropriate case status. Not required for **Admin** case.	New

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Determination Officer	Name of official responsible for determination. Select from the list.	Depends	DD	This field is required when Date Sent for Opportunity to be Heard is completed.	New
Date sent for prosecution	Date the investigator provided a determination package to counsel for prosecution.	N	Date		.
Transferred to	Agency to which this contravention was transferred. Choices are: ♦ BC Forest Service (default) ♦ Dept. of Fisheries & Oceans ♦ Energy, Mines & Petroleum Resources ♦ Ministry of Environment, Lands & Parks ♦ RCMP ♦ Other Agency	N	DD	This field becomes mandatory if a contravention in this case is identified as transferred to another agency	ERA_CASE.XFER_TO_AUTH_CD
Other Transferred to Agency	Name of the other agency, including other police force, to which this investigation has been transferred	Depends	Alpha-Numeric/	This field is mandatory if **Other Agency** is selected in the Transferred to field	new
Transfer Office Location	Address of the agency to which this contravention was transferred.	N	Alpha-Numeric/		ERA_CASE.XFER_OFFICE
Transfer Office Phone	Phone number of the agency to which this contravention was transferred.	N	Numeric Mask (123)456-7890		ERA_CASE.XFER_CONTACT_PHONE
Transfer Date	Date on which the contravention was transferred to another agency.	N	Date	Date must be greater than start date	ERA_CASE.XFER_CONTACT_PHONE
Transfer Person	Name of the person to which this contravention was transferred.	N	Alpha-Numeric/		ERA_CASE.XFER_CONTACT_NAME
Investigation cost	Costs incurred as a result of this investigation.	N	$$		

Additional Buttons Required

[redacted] Member

When this button is selected, a new form displays which the investigator would use to authorize others to work with this investigation. Access should be provided for up to five other people. Fields in this form would be:

- *Team Member Name*: drop-down list of names of district and regional people from which to select.
- *Start Date*: Date the team member begins to have access

- *End Date*: Date the team member no longer has access.
- *Level of Access*: Privileges the new team member should have: read only, read and write.

ACTIVITY DETAILS FORM

This form would provide a format for dated entries of specific activities – the chronology of the case. The form would open with a blank number of entries and more entries could be added as required. Header and footer information, taken from the Investigation Summary form, could also be displayed. All data in this form must be date, time and userID stamped. This information should display with each entry.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Activity #1	System-generated identification number for this activity.	Y	Numeric/4		New
Date	Specify the date to which the associated comments apply.	Y	Date format		New
Time	Specify the time at which you noted the associated comments.	N	Time format - mask		New
Comments	Provide details of the progress of the investigation as of this time and date.	Y	Alpha-Numeric		New
Activity #2					
Date					
Time					
Comments					
Activity #3					
Date					
Time					
Comments					

Additional Buttons Required

Add Activity

When this button is selected, a new activity segment displays. There should be no limit to the number of activities that can be added into this form.

PERSON REPORT FORM

This form would be used to document names, personal information and statements of people interviewed on the case. Require the ability to begin by searching the Investigation database for the person's name so that information can be automatically populated. If a name is entered without searching, the system should automatically check to be sure there is no duplication. The data in this form would also feed into the Intelligence Module.

Eventually, the search could include the data entered through the Intelligence module. See Intelligence Module, page 110.

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Name 1	Name of the first individual associated with this case.	Y		Must be a Search Clients button to verify whether or not the person is already on the system.	New
Subject ID#	System-generated identification number for this individual.	Y	Alpha-Numeric/		New
Confidential statement?	Specify whether or not the information about this person should be kept confidential. Choices are: ♦ Yes ♦ No - Default				New
Role in Case	Specify how this person is connected to the case. Choices are: ♦ Witness ♦ Suspect ♦ Informant ♦ Other	Y	Alpha-Numeric/		New
Other Role	Role of this person in the case.	Depends	Alpha-Numeric/	This field is mandatory if **Other** is selected in the *Role in Case* field.	
Nature of Event	Description of the involvement of this individual in the event under investigation.	N	Alpha-Numeric/		New
Age	Age of the individual.	N	Alpha-Numeric/3		New
Weight	Weight of the individual, in kilos.	N	Numeric/3		New
Height	Height of the individual, in metres.	N	Numeric/3		New
Hair	Hair colour of the individual: ♦ Black ♦ Blonde	N	DD		New

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	• Dirty Blonde • Light Brown • Dark Brown • Auburn				
Eyes	Eye colour of the individual. Choices are: • Blue • Green • Grey • Hazel • Brown • Orange-pink	N	DD		New
Sex	Sex of the individual. Choices are: • Male • Female	N	DD		New
Race	Nationality or people to which the individual belongs.	N	Alpha/		New
Known Business Associates	Names of other people with whom this person is known to have been associated in business.	N			New
Related Client Name	Name of a client with whom this person is connected. Ideally, if the client above has an associated related client, this information should automatically display in this and the next two fields. If not, the user should be able to add the information and transfer it to CLIENT.	N	Alpha		Link to CLIENT, where possible.
Related Client #	Identification number of the related client, as specified in CLIENT.	N	Alpha/		Link to CLIENT, where possible.
Related Client Relationship	From CLIENT, if possible, with ability to pick from a list if not.	N			Link to CLIENT, where possible.
Finger Print Section	Identify whether or not this individual has been finger-printed in the past. Choices are: • Yes • No – default.	N	DD		New
Summary of Subject	Physical description of the subject. If you have included a photo of this person in the file,	N	Alpha		New

Field Name	Field Description/Selections	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	please check the Photo field.				
Photo	Check if you have included a photo of this individual in the file. (note image attachment required in this section)	N	Check box		New
Driver's Licence #	Driver's licence of the individual.	N	Alpha-Numeric/		New
Province/ State	Province or State of the licence number of the individual.	N	DD		New
SIN#	Social Insurance Number of this person.	N	Numeric/mask		New
Other ID provided	Identification materials taken from the suspect, other than SIN.	N	Alpha-Numeric/		New
Address	Address of the individual.	N			New
Bus Phone	Work phone number for the individual.	N	Numeric Mask (xxx)xxx-xxxx-xxx		New
Res Phone	Home phone number for the individual.	N			
Cell Phone	Cell phone number for the individual.	N	Numeric Mask (xxx)xxx-xxxx		
E-mail	E-mail address of the individual.	N	Alpha-Numeric/ 25		

Additional Buttons Required

Search Clients

Users would click here to search the client database (CLIENT) for names of people on the system. Works the same as the **Search Clients** button in the *Case* Module.

Add Person

When this button is selected, a blank person form displays. There should be no limit to the number of people who can be added into this form. The form should open with at least 3 blank person forms ready for completion.

VEHICLE REPORT FORM

Would work similarly to the Person Report form in its relationship to the Intelligence module.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Vehicle ID Number	System-generated identification number for this item.	Y			New
Vehicle Licence Number	Plate number on the vehicle.	Y			New
Province/ State	Province or State on the licence plate.	Y			Corporate table.
Type	Type of vehicle, for example, sedan.	N	Alpha-Numeric		New
Make	Make of vehicle, for example, Saturn.	N	Alpha-Numeric		New
Model	Model of vehicle, for example, SL1.	N	Alpha-Numeric		New
Style	Style of vehicle, for example, outrageous.	N			New
Colour	Colour of vehicle, if single-coloured.	N	Alpha-Numeric		New
Top	Colour of top portion of vehicle, if two-tone.	N	Alpha-Numeric		New
Bottom	Colour of bottom portion of vehicle, if two-tone.	N	Alpha-Numeric		New
# of Male Occupants	Number of males in the car.	N	Numeric/5		New
# of Female Occupants	Number of females in the car.	N	Numeric/5		New
Driver	Driver of the vehicle. Select from the Person form.	N	DD	The options for this drop-down are populated from entries in the Person form.	New
Validation Tag	Insurance sticker number.	N	Numeric/mask		New
VIN	Vehicle Identification Number.	N	Numeric/Mask		New
Distinct Features	Any descriptive information helpful in identifying this particular vehicle.	N	Alpha-Numeric		New
Interior	Description of the interior of the vehicle, including colour.	N	Alpha-Numeric		New
Exterior	Description of the exterior of the vehicle, including distinguishing marks.	N	Alpha-Numeric		New
Details	Other details you care to add about this vehicle.	N	Alpha-Numeric		New

Additional Buttons

Search Vehicles

When the Intelligence module becomes available, users would click her to verify if a vehicle has been entered into that system already. If found, the information would populate relevant fields in the Vehicles form. For second phase.

Intelligence Module

This module will be a stand-alone element of the system, available from the Welcome to ERA page but accessible only to authorized staff/investigators. The goal of this module is to provide a place for investigators to collect and review information on people and vehicles entered into the system.

This module should have a close link to the Investigation Module of ERA 3.0, where similar information is collected by case. This module requires rock-solid security.

This entire module is a Phase 2 functionality.

Administration Module

This module will provide a tool for designated administrators add new users to the system and update critical tables accessed in ERA. The user would click the Administration tab available from the application home page, then select one of the following options:

- **Search/Add User:** to search for and/or identify those individuals who have access to ERA at various levels. This level of security works in conjunction with the external security group arrangement.
- **Identify Authority Type:** to specify those individuals with authority to act as forest officer, forest official or SDM.
- **Update Tables:** to update the Article and/or Administrative Remedy tables. (note the access to this function will be limited to a few people in headquarters)

These tools will be available only to those users with the appropriate authority. The security features in this module will work in conjunction with Web ADE module security. See Security Requirements, page 12.

SEARCH/ADD USER

When the user clicks this option, a search facility should display, allowing users to search for existing ERA users, or add new ones. If an existing user is found, the individual's name should be available for selection and their user details could be edited. If the user is not found, an **Add User** button should be available, and the following fields would display:

CIMS uses similar functionality; this code will be made available.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
System ID	User name of the individual (FSMASTER).	Y	Alpha-Numeric/		New
First Name	First name of the individual.	Y	Alpha-Numeric/		New
Last Name	Last name of the individual.	Y	Alpha-Numeric/		New
E-mail	E-mail address of the user.	Y	Alpha-Numeric/		New
Roles	Identify the role(s) this user will have in respect to the system: • Forest Officer • Forest Official	Y	Check boxes	Selections made here fill appropriate drop-down lists in the system.	New

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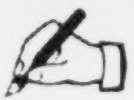

CIMS uses similar functionality; this code will be made available.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
System ID	User name of the individual (FSMASTER).	Y	Alpha-Numeric/		New
First Name	First name of the individual.	Y	Alpha-Numeric/		New
Last Name	Last name of the individual.	Y	Alpha-Numeric/		New
E-mail	E-mail address of the user.	Y	Alpha-Numeric/		New
Roles	Identify the role(s) this user will have in respect to the system: • Forest Officer • Forest Official	Y	Check boxes	Selections made here fill appropriate drop-down lists in the system.	New

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	• Investigator • SDM • Review Official • District/Regional Manager				
Org Unit	Organizational unit(s) for which this individual may access ERA modules.	Y	Alpha-Numeric/		New
Start Date	Date the individual can begin using the system.	Y	Date/Mask		New
Expiry Date	Date access to the system expires.	Y	Date/Mask	Before you can save the name of someone with an expiry date of today or earlier, the system needs to check if there are any open cases under this person's name. If so, and they are lead investigator, need ability to transfer lead responsibility to someone else.	New

IDENTIFY AUTHORITY TYPE

The goal of this feature is to define a list of authorized forest officials, officers and SDMs; it would display as an option under the Admin menu.

This feature will not be developed until Phase 2. See System Modules Overview, page 13.

The current process for obtaining authorization for an individual to take on the role of Forest Official, Officer or SDM is currently paper-based, with no official list being maintained. Current process (for FOs):

- Forest Official: user requiring this designation completes the FS836 form and has it signed by the regional manager for approval by ADM.
- Forest Officer: user requiring this designation completes the FS 835A form, has it signed by district manager (or regional manager) and is approved by the regional manager.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
	• Investigator • SDM • Review Official • District/Regional Manager				
Org Unit	Organizational unit(s) for which this individual may access ERA modules.	Y	Alpha-Numeric/		New
Start Date	Date the individual can begin using the system.	Y	Date/Mask		New
Expiry Date	Date access to the system expires.	Y	Date/Mask	Before you can save the name of someone with an expiry date of today or earlier, the system needs to check if there are any open cases under this person's name. If so, and they are lead investigator, need ability to transfer lead responsibility to someone else.	New

IDENTIFY AUTHORITY TYPE

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- Forest Official: user requiring this designation completes the FS836 form and has it signed by the regional manager for approval by ADM.
- Forest Officer: user requiring this designation completes the FS 835A form, has it signed by district manager (or regional manager) and is approved by the regional manager.

The proposed process (for FOs) would result in an online official list of authorized individuals which would eventually be linked to the add ERA user feature so that only individuals authorized within the system could be identified as forest officials, officers or SDMs. This will replace some of the entries in the ROLES field above.

- C&E Leader in a district would complete the appropriate authorization form online, and send it via E-mail to the approving officer, who would print it and return a signed paper copy to the C&E Leader.
- Once this signed form is received, the C&E Leader would open this module and complete the electronic Identify Authority Type form.
- The paper form could then be scanned and added into the system, using the Images feature.
- The system would maintain an official list of authorized individuals.

An initial list of forest officials, officers and SDMs will be created in the system for Phase 1 (see Roles field above); all additions to the list after Phase 2 will follow the proposed process.

According to the proposed process, when the C&E Leader selects Identify Authority Type from the Admin menu of ERA, the following fields display:

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
System ID	User name of the individual (FSMASTER, FSIAS).	Y	Alpha-Numeric/		New
First Name	First name of the individual.	Y	Alpha-Numeric/		New
Last Name	Last name of the individual	Y	Alpha-Numeric/		New
Requested Designation	Authority required. Choices are: ♦ Forest Officer ♦ Forest Official ♦ SDM.	Y	DD		New

At this point, the C&E Leader would click an action button, **Verify Qualifications**, which would read CHIPS to ensure the individual has the appropriate courses/qualifications. The results would display in the Verify Qualifications area of this form.

All courses/qualifications required for the selected authority designation display, including date achieved, where available.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Chips #	Identifier in CHIPS of this course or qualification.	Y	Alpha-numeric		CHIPS
Course Name/ Qualification	Name of the course or qualification. All qualifications required for this designation are listed.	Y	Alpha-numeric		CHIPS
Date Achieved	Date the individual fulfilled this qualification or completed this course.		Date/Mask		CHIPS

If all qualifications for the selected authority have been achieved, the C&E Leader would then complete the remaining fields in this form and save it. The system should not allow the form to be saved unless the individual has obtained all required qualifications.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Approved by	Name of approving officer, as found on the form that was E-mailed.	Y	DD		New
Date of approval	Date authorization was given.		Date/Mask		New
Authority valid as of:	Date the individual begins to have authority to act as either forest official or forest officer.		Date/Mask		New
End Date	Date on which this authority expires.		Date/Mask		New

UPDATE TABLES

At first release of ERA 3.0(Phase 1) there will be two tables that need to be kept up to date by authorized individuals:

- Article Table
- Administrative Remedy Table

Article Table

Both CIMS and ERA rely on the Article database, which is called when users must document an Act or Regulation contravened by the client. This tool will permit a very limited number of individuals to update the table directly. The user would:

- Search to see if an article currently exists
- If it exists, the fields described below display, and all fields would be available for editing
- If it does not exist, all fields would be available for completion, and the system would need to assign a contravention code.

All changes to an existing Act or Regulation must be kept in the table.

When the user chooses Article Table from the Update Tables menu option (Admin menu), a search facility displays, allowing the user to search for an existing Act or Regulation and select it for editing. If the Act or Regulation does not exist, the user would click an Add Article action button, and the following fields display:

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/Reg	Type in the Act or Regulation number to be added.	Y		The user should be able to select from a list of current Acts and/or Regulations and modify from there.	

If all qualifications for the selected authority have been achieved, the C&E Leader would then complete the remaining fields in this form and save it. The system should not allow the form to be saved unless the individual has obtained all required qualifications.

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Approved by	Name of approving officer, as found on the form that was E-mailed.	Y	DD		New
Date of approval	Date authorization was given.		Date/Mask		New
Authority valid as of:	Date the individual begins to have authority to act as either forest official or forest officer.		Date/Mask		New
End Date	Date on which this authority expires.		Date/Mask		New

UPDATE TABLES

At first release of ERA 3.0(Phase 1) there will be two tables that need to be kept up to date by authorized individuals:

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- Search to see if an article currently exists
- If it exists, the fields described below display, and all fields would be available for editing
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All changes to an existing Act or Regulation must be kept in the table.

When the user chooses Article Table from the Update Tables menu option (Admin menu), a search facility displays, allowing the user to search for an existing Act or Regulation and select it for editing. If the Act or Regulation does not exist, the user would click an Add Article action button, and the following fields display:

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/Reg	Type in the Act or Regulation number to be added.	Y		The user should be able to select from a list of current Acts and/or Regulations and modify from there.	

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Contravention Code	Short code for this Act or Regulation.	Y		These codes if required will be used internal to the system the user will not see or use these codes	ARTICLE.OFFENCE_NUMBER
Effective Date	Date the act or regulation came into effect.	Y	Date/mask		ARTICLE.ARTICLE_EFCTV_DT
Authority Type	Code that indicates the type of authority.	Y			ARTICLE.ARTICLE_TYPE_CD
Authority ID	Code that identifies a specific authority such as FPC of BC Act or Federal Fisheries Act.	Y			ARTICLE.ARTICLE_ACT_CD
Section, Sub-Section, Paragraph, Sub-paragraph, clause	Section, sub-section, paragraph, sub-paragraph and clause associated with this act or regulation.		Alpha-Numeric/ 6+4+4+4+4		ARTICLE.SECTION+SUB_SECTION+PARAGRAPH+SUB-PARAGRAPH+CLAUSE
Contravention Type	Classification of contraventions for rollup purposes.				ARTICLE.VIOLATION_TYPE_CD
Expiry Date	Date the act or regulation expired.	N	Date		ARTICLE.ARTICLE_EXPIRY_DT
Maximum Penalty	Maximum allowed penalty for this contravention.	N			ARTICLE.MAX_PENALTY_AMOUNT
Short Description	Description of the type of contravention.	Y	Alpha-Numeric/	At time of writing, these descriptions are short and not very helpful, however, they will be expanded by MoF staff before implementation.	ARTICLE.ARTICLE_SHORT_DESC
Ticketable	Indicates whether or not this is a ticketable offence.	Y	Check box.	This data will also be provided.	New
Ticketable Amount	Amount of the ticket which can be charged based on the contravention.	Y	Numeric/	This data will also be provided.	New
Limitation	The period of time during which an enforcement action may be taken as a result of this contravention. This limitation period is sometimes counted from discovery date and at other times from incident date; the limitation period varies from 6 months to 3 years.	Y	Alpha-Numeric	This data will also be provided.	New

Administrative Remedy Table

An Administrative Remedy can be applied when a client has not complied with the requirements of an Act or Regulation. The amount and extent of these remedies vary depending on a number of factors, and change over time. These remedies are the maximum penalties that can be levied and the other actions that can be taken by a FO or SDM.

When the user chooses Admin Remedy from the Update Tables menu option (Admin menu), a search facility displays, allowing the user to search for the list of Acts or Regulation to which Administrative Remedies apply, and select it for editing. Once selected, the following fields display:

Field Name	Field Description	Requ'd?	Format/Size	Edit Rules	ERA Table/Source
Act/Reg	Act or Regulation for which the remedy is being updated.	Y	Alpha-Numeric/	Automatically displays when the Act or Reg is selected in the Search facility.	New
Maximum Remedy	Maximum remedy amount which may be applied.	Y	Numeric/		New
Effective Date	Date this remedy comes into effect.	Y	Date/Mask		New

See also Appendix E.

Reports Module

OVERVIEW

A selected group of "canned" reports will be provided for Phase 1. Additional canned reports and semi-custom reporting wi Phase 2. See also Search Case Facility, page 124.

TOP SIX REPORTS FOR PHASE 1

While the list of reports below will eventually be possible at some point when more canned reports are available or a semi-custom tool is developed, for the first release of the system we have determined that the following reports are required. (A date range can be specified for all of these reports.)

Report #1: Client Performance Report, Sorted by Client Name *NOTE If C&E History tool is built in Phas would not be required.*

This would provide an overview of contraventions by client(s), across districts and regions. Fields would include:

- client number (could be multiples)
- client name
- client location
- act/reg contravened
- enforcement action taken
- case #
- licence #
- determination #
- original determination date
- official who made determination
- appeal indicator.

Report #2: District Case Report, Sorted by Investigator and Date Opened

This would provide an overview of all cases in a district, sorted by investigator and case initiation date. Fields would include:

- case number

Reports Module

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- client name
- client location
- act/reg contravened
- enforcement action taken
- case #
- licence #
- determination #
- original determination date
- official who made determination
- appeal indicator.

Report #2: District Case Report, Sorted by Investigator and Date Opened

This would provide an overview of all cases in a district, sorted by investigator and case initiation date. Fields would include:

- case number

- date opened
- case status
- determination #
- appeal #

Report #3 Critical Dates Report

This would provide an overview of all cases in a district, sorted by investigator and case number or a single case at a time can be reported on. Fields would include:

- Case number
- Case status
- Date Opened
- Discovery Date
- Date sent for Opp to be Heard
- Date sent to Other Agency
- Original Determination Date
- Actual Determination Date
- Determination Service Date
- Opportunity to be Heard Date
- Determination Letter sent date
- Appeal Request Received Date
- Appeal Withdrawn Date
- Scheduled Date of Appeal
- Actual Date of Appeal
- Date Appeal Outcome Documented.

Report #4: District Determination Status Report, Sorted by Date Sent for Determination

This would provide an overview of the status of all cases in a district which have gone to determination, sorted by Date sent for Determination. Fields would include:

- Case ID
- Zone
- Tenure #

- Licensee
- Contravention
- Contravention date
- Date Sent for Determination
- Opportunity to be Heard Letter Date
- Opportunity to be Heard Meeting Date
- Date Notice of Determination was sent
- Penalty
- Billing Date
- Date of entry into ERA
- Admin Review Date
- Notice of Decision Date

Report #5: Determinations Requiring Updating Based on Appeal

This would provide a list of all cases where billing information needs to be reviewed because of the outcome of an appeal. This notification is provided through Ltrack. Fields which would display are:

- Case ID
- Date appeal results confirmed by Ltrack.

Report #6: Billings/invoicing

This would provide a list of all cases where billing can occur as the latest appeal period has expired with not appeal being intiatied.

- Case ID
- Tenure #
- Licensee
- Contravention
- Contravention date
- Date Notice of Determination was sent
- Penalty
- Billing Date

- Date of entry into ERA
- Admin Review Date

REPORTS REQUESTED (WISH LIST)

The following reports have been identified as part of a wish list of reports required. For the first release of the system, a selection from this list will be provided (see Top Six Reports, above). All reports should be able to be selected for a range of dates:

1. Client Reports:
   - Performance report, by district including: client number, client name, client location, address, act/reg contravened, case #, licence #, determination #, original determination date, official who made determination, appeal indicator.
   - Contravention report – all contraventions in a given district, sorted by client for a given range of dates. Fields included should be case number, contravention date, all contravention fields, including enforcement actions taken, status of enforcement actions.
   - Enforcement Summary report – all enforcement actions, sorted by client for a given district, for a specified date range. Fields should include case number, and enforcement action statuses.
   - Compliance and Enforcement Summary Report: a list of both compliance and enforcement actions taken against a specified client during a selected time period. This will combine data from both CIMS and ERA.
2. Penalty reports:
   - Invoiced penalties, sorted by client
   - Penalties that have gone to determination but have not been invoiced.
3. Determination reports:
   - Status report, including: ERA file Id, zone, tenure, contravention, licensee, contravention date, opportunity to be heard letter date, opportunity to be heard meeting date, sr official's notice of determination, penalty, billing date, date of entry into ERA (ftas?), admin review date, notice of decision date (payment date?) – from Linda Strandquist, Dawson Creek.
   - # of cases gone to determination, awaiting Opportunity to be Heard
   - # of cases where opp to be heard date has passed, but determination not entered in system
   - # of cases where 30 days have passed since Opportunity to be Heard date, and which of these cases have been appealed – rest would be ready for billing
   - # of determinations with penalties not paid
   - critical dates? Display in case?
   - # of cases where remediation orders were given and the 5 year time limit for client to have completed the work is approaching (auto generate and send? Request only?)

- List, by client, of determinations, including which parts of the determination were confirmed, varied or rescinded.

4. Supervisory reports:
   - Notification if no activity has taken place on a case for a user-specified amount of time – report or notification?
   - List of all district case files, including case status, sorted by forest official.
   - All open and closed case files in a district.
   - List of all people (IDs) who have made any type of change to a case; if possible, this report would also identify when a change was made which altered the case status, and who made that change.
5. Tickets
   - % of tickets paid, cancelled, invalid, at court, appealed, most common contravention for a violation ticket
   - List of all tickets for a specified district, sorted by officer and contravention.
   - List of all tickets
6. Appeals:
   - # of cases which have gone to the various levels of appeal, including Review (if still applicable at time of development)
   - # of cases which have gone to determination and/or appeal, based on contravention and contravention date.
7. Enforcement issues:
   - # of cases which have gone to remediation
8. Case management issues:
   - Critical dates associated with cases (by district and forest official). Suggested dates which could appear on this report, by case: Date Opened, Date sent for Opp to be Heard, Date sent to Other Agency, Discovery Date, Original Determination Date, Actual Determination Date, Determination Service Date, Opp to be Heard Date, Determination Letter sent date, Appeal Request Received Date, Appeal Withdrawn Date, Scheduled Date of Appeal, Actual Date of Appeal, Date Appeal Outcome Documented.
   - Compliance and Enforcement history re, ort (when CIMS and ERA are on same database) – in the meantime, Enforcement History Report
   - Cases awaiting closure: need to determine who is responsible for closing cases and then we can generate appropriate reports to help keep track of cases which require closure.
   - # of cases opened because of a public complaint, sorted by type of action taken
   - All cases for a specified client, including case numbers and enforcement actions taken.
   - A case history report for a district, listing all cases sorted by status, including case numbers.
   - District case report: displays all cases by case initiation date, listing contraventions and enforcement actions.

Features/Facilities

ATTACHMENTS FACILITY

In order to keep track of all activities associated with a case, users must be able to attach Word documents and E-mails to a case, using an Attachments button. Most documents which are required as part of the case will be generated using the Letters and Forms facility, however, there will be other documents that users want to associate with the case and this facility will help them do that.

LETTERS AND FORMS FACILITY

Standard letters and forms could be made available on line for completion on line. When a letter is opened, basic information from the case, such as client name, address, Case ID, etc., could be drawn into the letter or form automatically. While the structure of the letter or form should be standardized, with limited changes allowed, the content must be flexible. For all letters or forms, we need to be able to distinguish between when the letter was generated and when it was served. Generation date and time can be automatic, but service date must be a field that is manually entered for all documents.

Letters

The following is a list of standard Word letter templates currently used for formal communication with clients. The system should be able to generate these letters upon request from within a specific case, automatically completing information from the case details and allowing the user to enter text to complete the letter. In addition, the user should be encouraged to follow the order of letter generation outlined below; for example, if the user attempts to send letter 2 before letter 1, a message should display, something like: "You are generating an Opportunity to be Heard letter, but a Suspected Contravention letter does not appear to have been sent out to the client. Do you want to continue?"

1. Suspected Contravention
2. Opportunity to be Heard
3. Follow up to Suspected Contravention Letter – No Contravention
4. Forest Practices Code – Senior Officials Notice of Determination
5. Forest Act Notice of Determination by Senior Official
6. Stopwork Order Letter – No Preceding Verbal Stopwork order
7. Stopwork Order Letter – Follow up to Verbal Stopwork Order
8. Senior Official's Notice of Determination – Remediation Order
9. Remediation Order – Notice of Failure to Comply – Security Deposit

10. Penalty Notice – Failure to Comply with Remediation Order
11. Remediation Order – Notice of Failure to Comply – Penalty Imposed
12. Acknowledgement of Incomplete Request for Review
13. Acknowledgement of Completed Request for Review – 5B
14. Acknowledgement of Request for Review – Request period Expired
15. Acknowledgement of Complete Request for Review – 5D
16. Notification of Administrative Review – Panel Membership Hearing Date, Time
17. Notification of Administrative Review – Panel Membership only
18. Notification Follow-up Letter, Hearing Date, Time and Location
19. Notification of change – Administrative Review
20. Notice of Decision – Report on Administrative Review Decision
21. Notice of Suspension by District or Regional Manager Under Section 59
22. Notice of Cancellation by District or Regional Manager Under Section 77
23. Confirmation of Cancellation by District or Regional Manager under Section 77
24. Rescind after Opportunity to be Heard by District or Regional Manager
25. Confirms or postpones cancellation by District or Regional Manager
26. Small Business Disqualification by District or Regional Manager
27. Reduction of AAC Under 5, 66 (6)(b) of Forest Act
28. Section 95(1), FPC and S.37(2) and 37(3) of FFP&SR – Compensation Letter.
29. Section 95(2), FPC Notice of Determination – Compensation Review Letter
30. Operational Plan Approval Letter (FDP)

Forms

For investigation purposes, we need to also provide a number of other forms that can be printed. These forms are shown in Appendix F, such as:

- ❖ FS213 HIS 00/02 Warrant to Search
- ❖ FS214 HIS 00/02 Information to Obtain a Search Warrant

- FS214A HIS 02/02 Supervisor's Check: Information to Obtain a Search Warra..

Other forms:

- Report to Crown Counsel
- Seizure Re ort
- Report to Crown Counsel

A structure for the Determination Package could be provided through this feature. Flexible forms such as the following might be provided:

- Table of Contents
- Investigation Chronology, which might be drawn from the Activity Details form of the Investigation Module
- Contravention/Client Summary, which could be drawn from the Contravention Summary form of the Case.

NOTES FACILITY

The system must provide the ability to add and track notes specific to each case.

SEARCH CASE FACILITY

The system must have a comprehensive search facility that allows users to find and display existing cases quickly and easily. Users should be able to search using multiple combinations of the following elements:

- Case ID
- Case Status
- Violation ticket #
- Invoice Number
- Client Name
- Client #
- Location
- Investigator
- Inspection #
- Admin Boundary
- District
- Licence
- Section of Act or Reg
- Under review by Forest Practices Board

- Ready for Billing (appeal period has passed)

DISPLAY STATUS FACILITY

Investigators must be kept up to date on the progress of their cases as they pass through the various review and appeal hoops. On the Welcome to ERA home page, investigators would see the following:

- # of cases which have changed status, including ticket status, since last logon
- # of cases with dates critical to the Forest Official (Stop Work Order expiration date)

C&E leaders would see the following:

- Forfeiture determination requiring seizure

Appeals officers might see the following:

- # of cases under appeal for this district? Region?

Determination officers would see the following:

- # of cases under determination for this district? Region?

Users would have the ability to display and print a list of cases presented in their status area. The list would include the following fields, sorted by the date the case was opened:

- Case #
- Case Opened Date
- Client #1

This functionality has been built in CIMS for inspections, a similar functionality is required in ERA

IMAGING FACILITY

The system must provide the ability to link digital (.jpg) images to cases and contraventions. A textual note should be able to be associated with that image. The note could be broken into sections as follows (Help Note: Basic Law requirements, chapter 9, page 121):

- Time and date photos were taken
- Location
- Weather conditions
- Lighting
- Camera and lens type
- Film speed (ISO/ASA)

- distance from the camera to the item photographed
- direction
- Photo # of total # of pictures taken
- Comments.

C&E HISTORY TOOL

Users of both CIMS and ERA need to be able to display a history of compliance (CIMS) and enforcement (ERA) actions taken against a client. This could take the form of a "tool" which can be accessed from various places in both systems. The user would need to be able to connect to the CLIENT system and pick multiple client numbers for whom they want to see case history information. Contraventions listed in this report must only display if identified by the system as at a final status, defined differently in both CIMS and ERA.

The tool would need to display the following information for the selected client(s), sorted by date and, in ERA, case ID:

CIMS Field Name	CIMS Table
Contravention	
Inspection ID	
Date Compliance Action Taken	
Compliance Action Taken	

ERA Field Name	ERA Table
Contravention	
Case ID	
Date Enforcement Action Taken	
Enforcement Action Taken	

PENALTY CALCULATION TOOL

Investigators and district staff require a tool to verify that penalties levied as a result of a determination on a given contravention are within legal limits. This tool will draw on an Administrative Remedies table that will need to be created in the new ERA database. See Appendix E for details on the contents of this table.

It is envisaged that the tool will:

- be available from both the Case and Investigation modules of the system
- provide verification of maximum penalties against Act or Regulation contravened
- provide a structure for entering the variables in a number of different types of required calculations, such as unauthorized harvest
- be structured in such a way that the results of calculations made using this tool can be drawn into the Notice of Determination to the client, clearly indicating how the penalty was arrived at

There are several different types of information that would need to be displayed in this tool, all dependent on the particular act or regulation contravened:

- Maximum penalty only (see example #1)
- Value per item, plus maximum penalty. Applies to: Forest Practices Code: 67 (2) (d); 80 (1) (2) (3) and (4); Silviculture Practices Regulation: 19 (see example #2).
- 200 per m^3 of timber affected. Applies to Forest Practices Code: 96(1) (2). See Example #3.
- 100 000 per ha of timber affected. Applies to Forest Practices Code: 96(1) (2). See Example #3.

Example #1:

The investigating officer sends documentation to the SDM for determination in which a client has contravened section 18(8) of the Forest Practices Code. The investigating officer may wish to prepare penalty option information to assist the SDM in his final determination. The officer could use the penalty calculation tool to display and document in his report to the SDM the maximum amount of the penalty which may be applied as a result of this offence. The officer could:

1. Open the Penalty Calculation Tool
2. Enter the section of the Forest Practices Code contravened by the client (pick list based on contraventions documented in the case).

   The system would display details of the contravention (as identified in the provided table), including maximum penalty amount.
3. Copy the displayed information into a draft notice or other document under preparation by the investigating officer.

Example #2:

The investigating officer sends documentation to the SDM for determination in which a client has contravened section 67 (2) (d) of the Forest Practices Code. This contravention requires a simple calculation. The penalty tool could display the variables which are involved and complete the calculation. The investigating officer would:

1. Open the Penalty Calculation Tool.
2. Enter the section of the Forest Practices Code contravened by the client (pick list based on contraventions documented in the case).

   The system would display details of the contravention (as identified in the provided table), including the following variables:

# of trees		Value per tree (max = $5,000)		Total penalty
##	x	##	=	$$

3. Enter the number of trees, and the value per tree, up to a maximum of $5,000, and the system would calculate the total and display it in the total penalty column.
4. Copy the displayed information into a draft notice or other document under preparation by the investigating officer.

Note: The wording of the headings for the variables would vary depending on the Act or Reg contravened, though the calculation would remain the same. See 80 (1) (2) (3) and (4) in Appendix E.

Example #3:

The investigating officer sends documentation to the SDM for determination in which a client has contravened section 96 (1) of the Forest Practices Code – unauthorized harvest. This contravention requires a more complex calculation. The penalty tool could display the variables which are involved and complete the calculation. The investigating officer would:

1. Open the Penalty Calculation Tool
2. Enter the section of the Forest Practices Code contravened by the client (pick list based on contraventions documented in the case).
3. Pick the type of penalty calculation (max of 200 per m^3 of timber affected, or 100 000 per ha of timber affected).

   The system would display details of the contravention (as identified in the provided table), and a calculation structure. The sample on the next page shows the extent of display required, using the first type of penalty calculation. The user would need to be able to enter variables in a number of places.

   The following is an actual example of a penalty calculation.

At some point in the future, stumpage and volume information may be dr. .vn from the Harvest Billing System, or a link to view such information may be developed.

Market Value		Rate	%	Volume	$
	SPF Sawlog	$60.00 /m3	46.9%	25.8 m3	$1,547.70
	Fir Peeler	$110.00 /m3	7.2%	4.0 m3	$435.60
	Ce Sawlog	$85.00 /m3	19.6%	10.8 m3	$918.30
	Pw Sawlog	$140.00 /m3	0.8%	0.4 m3	$61.60
	Gr 4, 5, 6	$30.00 /m3	25.5%	14.0 m3	$420.75
	totals		100.0%	55.0 m3	$3,381.95
Stumpage					
	Sawlog/Gr. 3	$56.53 /m3		41.0 m3	$2,317.73
	Gr 4, 5, 6	$0.25 /m3		14.0 m3	$3.50
	totals			55.0 m3	$2,321.23
Costs					
	Logging	$16.00 /m3			
	Trucking	$7.00 /m3			
	totals	$23.00 /m3		55.0 m3	$1,265.00
Profit					
	Market Value				$3,381.95
	less Stumpage				($2,321.23)
	less Logging Costs				($1,265.00)
	Net Profit				($204.28)
Penalty					
	Economic loss to the rown (stumpage plus bonus bid)				$2,321.23
	Penalty 0.5 x Market Value				$1,690.98
	Cost of Establishing a free-growing stand on the area				$986.40
	Total Penalty				$4,998.61
	less Stumpage Credit				($2,321.23)
	Net Owing				$2,677.38

APPENDIX A: Business Process Flows

APPENDIX B: Administrative Case Flow & Details

APPENDIX C: ERA 2.0 Data Model

APPENDIX D: Status Flows

APPENDIX E: Administrative Remedies